

U.S. Department of Energy  
**WEATHERIZATION ASSISTANCE PROGRAM**  
State Formula Grant Application  
PY 2009

Table of Contents

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**Grant Application - SF 424**

**Budget**

DOE Form 4600.4

Budget Justification - Budget Explanation GO-PF20a

**Annual File Worksheet**

Subgrantee Allocations

WAP Production Schedule

Energy Savings

Monitoring Activities

Training, Technical Assistance and Monitoring Activities

DOE-Funded Leveraging Activities

Policy Advisory Council

State Plan Hearings

Adjustments to On-File Information

Miscellaneous

**Subgrantee Report (details)**

**Assurances and Certifications**

FA-Certs - Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters;  
and Drug-Free Workplace Requirements

DOE F 1600.5 - Assurance of Compliance Nondiscrimination in Federally Assisted Programs

Standard Form LLL - Disclosure of Lobbying Activities

U.S. Department of Energy  
STATE APPLICATION CHECKLIST

3:58:39PM

State: IN

CFDA Number: 81.042

Program Year: 2009

Budget Period: 4/1/2009 thru 3/31/2011

Grant number: EE00078

Amendment number: A001

Grantee: State of Indiana, IHCD

## APPLICATION SECTION

## APPLICATION STATUS

- ☐ Application Form (SF424)
- ☐ Budget (DOE F4600.4)
- ☐ Budget Explanation (GO-PF20)
- ☐ Annual File (WAP Production Plan)
- ☐ Assurances and Certifications
- ☐ SF 424 Signed

Date Submitted:

Date Awarded: 1/11/2010

Date Accepted:

Date(s) Revised:

State Comments:DOE Comments:Summary of changes from last year's plan:

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

**1. Type of Submission:**

- ☐ Preapplication  
☐ Application  
☐ Changed/Corrected Application

**2. Type of Application:**

- ☐ New  
☒ Continuation  
☐ Revision

If Revision, select appropriate letter(s)

Other (specify):

**3. Date Received**

**4. Applicant Identifier:**

**5a. Fed Entity Identifier:**

**5b. Federal Award Identifier:**  
EE00078

**State Use Only:**

**6. Date Received by State:**

**7. State Application Identifier:**

**8. APPLICANT INFORMATION:**

**a. Legal Name:** State of Indiana

**b. Employer/Taxpayer Identification Number (EIN/TIN):**  
351485172

**c. Organizational DUNS:**  
086870479

**d. Address:**

**Street 1:** 30 South Meridian Street  
**Street 2:** Suite 1000  
**City:** Indianapolis  
**County:** Marion  
**State:** IN  
**Province:**  
**Country:** U.S.A.  
**Zip / Postal Code:** 46204-

**e. Organizational Unit:**

**Department Name:**  
IHCDA

**Division Name:**  
Community Development

**f. Name and contact information of person to be contacted on matters involving this application:**

**Prefix:** Mr. **First Name:** Paul  
**Middle Name:**  
**Last Name:** Krievins  
**Suffix:**

**Title:** Weatherization Program Administrator

**Organizational Affiliation:**

**Telephone Number:** (317)233-5372

**Fax Number:** (317)233-7778

**Email:** pkrievins@ihcda.in.gov

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

**9. Type of Applicant:**

A State Government (State)

**10. Name of Federal Agency:**

U. S. Department of Energy

**11. Catalog of Federal Domestic Assistance Number:**

81.042

CFDA Title:

Weatherization Assistance For Low Income Persons

**12. Funding Opportunity Number:**

Title:

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Statewide

**15. Descriptive Title of Applicant's Project:**

Weatherization Assistance Program For Low Income Persons

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

**16. Congressional District Of:**

a. Applicant: 07

b. Program/Project:

Attach an additional list of Program/Project Congressional Districts if needed:

**17. Proposed Project:**

a. Start Date: 04/01/2009

b. End Date: 03/31/2011

**18. Estimated Funding (\$):**

a. Federal	5,249,334.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	5,249,334.00

**19. Is Application subject to Review By State Under Executive Order 12372 Process?:**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on:
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372

**20. Is the applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation)**

No

**21. By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code Title 218, Section 1001)**

☐ I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix: First Name:

Middle Name:

Last Name:

Suffix:

Title:

Telephone Number: Fax Number:

Email:

Signature of Authorized Representative:

Date Signed:

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

**Applicant Federal Debt Delinquency Explanation:**

The following field should contain an explanation if the Applicant is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

**U.S. Department of Energy**  
**Federal Assistance Budget Information**

OMB Control No.  
1910-0400

**OMB Burden Disclosure Statement**

Public reporting burden for this collection of information is estimated to average 1.87 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Information Resources Management Policy, Plans and Oversight, Records Management Division, HR-422 - GTN, Paperwork Reduction Project (1910-0400), U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-0400), Washington, DC 20503.

1. Program/Project Identification No. Amendment number:	EE00078 A002	2. Program/Project Title Weatherization Assistance Program For Low Income Persons
3. Name and Address State of Indiana, IHCD 30 South Meridian Street Indianapolis IN 46204-	4. Program/Project Start Date 04/01/2009	5. Completion Date 03/31/2011

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. DOE	81.042	\$ 0.00		\$ 5,137,920.00		\$ 17,480,196.00
2. STATE			\$ 0.00		\$ 0.00	\$ 0.00
3.						
4.						
5. TOTALS		\$ 0.00	\$ 0.00	\$ 5,137,920.00	\$ 0.00	\$ 17,480,196.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) SUBGRANTEE T&TA	(2) GRANTEE ADMINISTRATION	(3) SUBGRANTEE ADMINISTRATION	(4) GRANTEE T&TA	
A. PERSONNEL	\$ 0.00	\$ 244,900.00	\$ 0.00	\$ 0.00	\$ 244,900.00
B. FRINGE BENEFITS	\$ 0.00	\$ 97,960.00	\$ 0.00	\$ 0.00	\$ 97,960.00
C. TRAVEL	\$ 0.00	\$ 76,100.00	\$ 0.00	\$ 0.00	\$ 76,100.00
D. EQUIPMENT	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
E. SUPPLIES	\$ 0.00	\$ 32,863.97	\$ 0.00	\$ 0.00	\$ 32,863.97
F. CONTRACTUAL	\$ 2,247,149.00	\$ 215,700.00	\$ 1,453,059.24	\$ 1,700,194.00	\$ 24,099,358.49
G. CONSTRUCTION	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
H. OTHER	\$ 0.00	\$ 21,955.54	\$ 0.00	\$ 0.00	\$ 21,955.54
I. TOTAL DIRECT CHARGES	\$ 2,247,149.00	\$ 689,479.51	\$ 1,453,059.24	\$ 1,700,194.00	\$ 24,573,138.00
J. INDIRECT CHARGES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
K. TOTALS	\$ 2,247,149.00	\$ 689,479.51	\$ 1,453,059.24	\$ 1,700,194.00	\$ 24,573,138.00
7. PROGRAM INCOME	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

## U.S. Department of Energy

## Federal Assistance Budget Information

OMB Control No.

1910-0400

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3. Name and Address State of Indiana, IHCD 30 South Meridian Street Indianapolis IN 46204-	4. Program/Project Start Date 04/01/2009	
	5. Completion Date 03/31/2011	

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. TOTALS		\$ 0.00	\$ 0.00	\$ 5,137,920.00	\$ 0.00	\$ 17,480,196.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) PROGRAM OPERATION S	(2) LIABILITY INSURANCE	(3) HEALTH AND SAFETY	(4) FINANCIAL AUDITS	
A. PERSONNEL	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 244,900.00
B. FRINGE BENEFITS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 97,960.00
C. TRAVEL	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 76,100.00
D. EQUIPMENT	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
E. SUPPLIES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 32,863.97
F. CONTRACTUAL	\$ 15,313,990.25	\$ 190,000.00	\$ 2,939,266.00	\$ 40,000.00	\$ 24,099,358.49
G. CONSTRUCTION	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
H. OTHER	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 21,955.54
I. TOTAL DIRECT CHARGES	\$ 15,313,990.25	\$ 190,000.00	\$ 2,939,266.00	\$ 40,000.00	\$ 24,573,138.00
J. INDIRECT CHARGES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
K. TOTALS	\$ 15,313,990.25	\$ 190,000.00	\$ 2,939,266.00	\$ 40,000.00	\$ 24,573,138.00
7. PROGRAM INCOME	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00



## U.S. Department of Energy

## Federal Assistance Budget Information

OMB Control No.

1910-0400

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3. Name and Address	State of Indiana, IHCD 30 South Meridian Street Indianapolis IN 46204-	4. Program/Project Start Date 04/01/2009
		5. Completion Date 03/31/2011

**Comments:**

The \$24,573,138.00 identified in the budget categories is representative of the 2009 State Allocation, Supplemental State Allocation, and 20 State Allocation. IHCD has decided to pass down to the subgrantees \$341,810.24 in additional administrative funding which will be distributed according to the formula allocation as identified in the Annual File. IHCD has also been granted permission to roll over unspent 2009 and Supplemental T&TA funds into 2010 so that T&TA funding may be awarded directly to the subgrantees in order to expedite the readiness for the EPA RRP Rule, increase agency utilization of NEAT/MHEA, and address any outstanding training needs identified by the agencies.

Sections A and B do not currently match because the Supplemental funding awarded in 2009 is not identified as DOE federal funding.

## U.S. Department of Energy

OMB Control No. 1910-5127

(08/05)

## WEATHERIZATION ANNUAL FILE WORKSHEET

Expiration Date: 6-30-08

Grant: EE00078

Amendment: 001

State: IN

Program year: 2009

Budget period: 04/01/2009 - 03/31/2011

## II.3 Subgrantees

Grantee	City	Tentative	
		Funding	Units
A.C.T.I.O.N., Inc. of Delaware County	Muncie	780,736.00	120
Area Five Agency on Aging and Community Services	Logansport	676,015.00	104
Area IV Agency on Aging and Community Services, Inc.	Lafayette	1,016,169.00	161
Community & Family Services, Inc.	Portland	676,644.00	106
Community Action of East Central Indiana, Inc.	Richmond	460,430.00	70
Community Action of Greater Indianapolis, Inc.	Indianapolis	2,284,085.00	364
Community Action of Northeast Indiana, Inc.	Fort Wayne	1,656,606.00	263
Community Action of Southern Indiana	Jeffersonville	587,564.00	90
Community Action Program of Evansville and	Evansville	739,739.00	116
Community Action Program, Inc. of Western Indiana	Covington	637,224.00	100
Hoosier Uplands Economic Development Corporation	Mitchell	549,471.00	84
Human Services, Inc.	Columbus	928,411.00	147
Interlocal Community Action Program, Inc.	New Castle	547,988.00	84
JobSource	Anderson	565,887.00	86
Lincoln Hills Development Corporation	Tell City	326,677.00	47
North Central Community Action Agency, Inc.	Michigan City	580,676.00	88
Northwest Indiana Community Action Program	Crown Point	1,564,609.00	248
Ohio Valley Opportunities, Inc.	Madison	408,509.00	62
Pace Community Action Agency	Vincennes	665,599.00	105
REAL Services, Inc.	South Bend	1,426,246.00	226
South Central Community Action Program, Inc	Bloomington	782,800.00	123
Southeastern Indiana Economic Opportunity Corporation	Aurora	568,367.00	89
Tri-CAP (Dubois-Pike-Warrick) Economic Opp. Comm. Inc.	Jasper	381,843.00	58
Western Indiana Community Action Agency, Inc.	Terre Haute	782,814.00	123
<b>TOTALS</b>		19,595,109.00	3,064

## U.S. Department of Energy

OMB Control No. 1910-5127

(08/05)

**WEATHERIZATION ANNUAL FILE WORKSHEET (continued)**

Expiration Date: 6-30-08

Grant: EE00078

Amendment: 001

State: IN

Program year: 2009

Budget period: 04/01/2009 - 03/31/2011

**II.4 WAP Production Schedule**

<b>Total Units (excluding reweatherized)</b>	<b>3,064</b>
Units by type (excluding reweatherized):	
Owner-occupied single-family site-built	
Single-family rental site-built	
Multi-family	
Owner-occupied mobile home	
Renter-occupied mobile home	
Shelter	
Units by occupancy:	
Elderly	
Persons with disabilities	
Native American	
Children	
High residential energy user	
Household with a high energy burden	
Other unit types:	
<b>Rewatherized Units</b>	<b>85</b>

**WEATHERIZATION ANNUAL FILE WORKSHEET (continued)**

Grant: EE00078

Amendment: 001

State: IN

Program year: 2009

Budget period: 04/01/2009 - 03/31/2011

Average Unit Costs, including Reweathering, Subject to DOE Program Rules		
VEHICLES & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	
B	Total Units Weatherized	3,064
C	Total Units Reweatherized	85
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	3,149
E	Average Vehicle & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
AVERAGE COST PER DWELLING UNIT (DOE RULES)		
F	Total Funds for Program Operations	\$15,313,990.25
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	3,149
H	Average Program Operations Cost per Unit (F divided by G)	\$4,863.13
I	Average Vehicle & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$4,863.13

**II.5 Energy Savings**

Method used to calculate energy savings:

WAP algorithm ☒Other (describe below) ☐

DOE Allocation: \$17,480,196 in base funds for 2009-2011, plus  
 \$7,092,942 in supplemental funds from 2009, equals  
 \$24,573,138 total funds for 2009-2011.

Total DOE allocation (\$24,573,138) minus:

- Grantee Admin (\$1,031,289.75)
- Sub-grantee Admin (\$1,111,249)
- T&TA (\$3,947,343)
- Liability Insurance (\$190,000)
- Health and Safety (\$2,939,266)
- Financial Audits (\$40,000)

yields \$15,313,990.25 available to weatherize homes over the two years.

This amount is divided by the \$5,000 average cost-per-dwelling unit to yield units statewide.

3,064 units weatherized multiplied by 30.5MMBTU yields the total energy saved for this year by DOE  
 funded weatherization work as 93,452 MMBTU per year.

Estimated energy savings: 93,452 (MBtu)

## U.S. Department of Energy

OMB Control No. 1910-5127

(08/05)

**WEATHERIZATION ANNUAL FILE WORKSHEET (continued)**

Expiration Date: 6-30-08

Grant: EE00078

Amendment: 001

State: IN

Program year: 2009

Budget period: 04/01/2009 - 03/31/2011

Estimated prior year savings:

Actual: 49,471

If variance is large, explain:

**II.6 Training, Technical Assistance, and Monitoring Activities****Monitoring Activities**

Local agency review activities are conducted by IHCD Community Action Agency (CAA) Monitors. IHCD personnel complete at least one programmatic and field inspection review per agency and program year. CAA Monitors are also available for T&TA visits, conference calls, and webinar trainings. CSBG monitors will continue to take a more in-depth look at agency administration and fiscal operations; however, in 2010, weatherization monitors will be charged with greater fiscal review responsibilities, including reconciling selected claim payments.

**Training and Technical Assistance**

IHCD will subcontract with Roeing Corporation for the amount of \$53,700 in 2009 to provide technical support for the tracking software developed for weatherization. The technical support will include trouble shooting problems and hosting additional webinars, as needed. As a part of this contract, updates and improvements are periodically made to the software. In 2009, functionality for a split wait list was created; one for DOE clients, another for ARRA clients. In 2010, IHCD and Roeing will work with each agency to build a more permanent DOE client wait list utility.

IHCD will subcontract with Environmental Management Institute (EMI) in 2009-2010 for the amount of \$33,000 to provide renovator training and renovator instructor training to at least one staff person at each CAA. As part of the renovator instructor training, those individuals trained as instructors will be able to offer renovator courses and renovator testing to his or her agency's crews or contractors under EMI's training certificate. In 2010-2011, additional opportunities to take renovator training and renovator instructor training will be available through EMI, as well as courses in lead assessor and inspector training, as well as refresher courses. As part of their contract, EMI will monitor training sessions conducted by the new agency instructors to ensure quality and correct teaching of material.

IHCD will subcontract with the Indiana Community Action Association (INCAA) in the amount of \$817,097.00 to provide continuous training on weatherization measures including; lead-based paint safe work practices, duct sealing, insulation, pressure diagnostics, basic weatherization concepts, and testing and repair of combustion appliances. In 2010, INCAA will add a course on final inspection. In addition, training staff will conduct field training and follow-up training, which includes visits to agencies to ensure that measures learned in training are properly applied. Trainers are also available to agencies that request on-site training and to help resolve problems encountered when weatherizing homes.

In Indiana's effort to accommodate the accelerated production schedule demanded by ARRA, in which 20 of the State's 24 Community Action Agencies are participating, IHCD changed the training requirements for auditors and contractors in 2009. The goal of the amended training courses is to offer a thorough training program that can be completed in a short amount of time to move program graduates into jobs. The State does not want to operate two independent training programs with distinct requirements;

**WEATHERIZATION ANNUAL FILE WORKSHEET (continued)****Grant: EE00078****Amendment: 001****State: IN****Program year: 2009****Budget period: 04/01/2009 - 03/31/2011**

rather, IHCD adjusted the DOE program training requirements to mirror those created for ARRA. In suspending mandatory BPI certification within the first year of employment for individuals working on DOE units and ARRA units. IHCD is looking to increase the number of skilled weatherization contractors and let the market help drive down the cost of weatherization repairs. IHCD is also creating a workforce that is more likely to utilize their new skills for the duration of ARRA funding and beyond.

Prospective auditors must complete online, classroom, and field sections before being recognized weatherization auditors. The three week online portion is offered through Saturn Online, a company that delivers training for energy professionals across the country. There are seven "core competency" sections, with a quiz at the conclusion of each section, and a final exam. The core competencies are:

- Building Science
- Energy Auditing Skills
- Diagnosing Air Leakage
- The Building Shell
- Heating and Cooling Systems
- Water Heating and Baseload
- Home Health and Safety

Upon passing the online portion of auditor training, students may move on to the classroom and field sections of the training, which are operated by INCAA. Students are in the classroom for four days and cover the following topics:

- Combustion Mechanical
  - Mechanical Systems Inspection Process for Combustion Appliances- gas furnaces, oil furnaces, gas range, water heater, and boiler inspection
  - Mechanical Systems Inspection Process for Electric Appliances- electric furnaces, heat pumps
  - New Furnace Installation Inspection Process
  - Worst Case Draft Testing Procedure
  - Venting Combustion Air
  - Carbon Monoxide Mitigation
- Shell Analysis
  - Health and Safety Analysis
  - Energy Consumption Analysis
  - Client Energy Education
  - Baseload Consumption
  - Pressure Boundary and Air Leakage Analysis
  - Building Tightness Guidelines
  - Thermal Boundary and Insulation Analysis
  - Work Scope Development
  - Furnace Sizing: Heat Load Calculations

**WEATHERIZATION ANNUAL FILE WORKSHEET (continued)****Grant: EE00078****Amendment: 001****State: IN****Program year: 2009****Budget period: 04/01/2009 - 03/31/2011**

Upon completions of the classroom training portion, student auditors practice their skills in the field for four days. One field trainer works with a group of five students as they conduct live whole-home audits

The contractor training courses are administered by Ivy Tech Community Colleges and AC/C Tech. This is a minimum 20 hour training course that provides contractors the practical skills necessary to apply advanced weatherization and energy conservation techniques on a variety of homes. It is also a resource to address questions and problems that contractors face in the field every day. Upon successful completion of the course, students will:

1. Understand the weatherization process as it relates to the weatherization process flowchart found in the Indiana Weatherization Field Guide.
2. Gain knowledge in the building model by focusing on health and safety testing, combustion appliance zone testing, draft testing, carbon monoxide testing, visual health and safety inspection, moisture, and lead safe work practices.
3. Be familiar with "health and safety", which covers health and safety testing, combustion appliance zone testing, draft testing, carbon monoxide testing, visual health and safety inspection, moisture, and lead safe work practices.
4. Be aware of "heating" by examining gas appliances, oil heating, combustion testing, fuel oil storage, gas boilers, electric furnaces, heat pumps, heat exchanger testing, furnace heat exchanger diagnostics, furnace replacement, distribution systems, and distribution system inspections.
5. Identify "airflow", which includes an airflow standard, ventilation, low airflow housing, when not to air seal, blower door testing, blower door assisted air sealing, diagnostics for forced air distribution systems, mobile home duct leakage, pressure balancing rooms, zonal pressure diagnostics, air sealing economics, and evaluation post inspection.
6. Comprehend "insulation" by examining thermal boundary, wall insulation, attic insulation, rafter ceilings, knee wall insulation, attic ventilation, basements and crawl spaces, and mobile homes.

Additionally, IHCD provides training to weatherization program managers through semi-annual meetings. The meetings allow for networking and discussion of training and program needs. Committees work together to develop and draft policies for the program. Moreover, these meetings:

1. Keep managers informed of DOE, LIHEAP, ARRA, and IHCD guidelines;
2. Allow IHCD and weatherization program managers to adjust agency goals;
3. Share best practices;
4. Develop corrective action plans for problem resolution; and,
5. Discuss funding challenges and changes

In addition to weatherization managers meetings, two state-wide technical training meetings will be held per year. These meetings are primarily for people working in the field so that they can accrue the necessary technical training hours to maintain BPI certification and learn new techniques and testing methods for improving energy efficiency.

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**TRAINING/CERTIFICATION REQUIREMENTS**

Weatherization Program Managers are required to complete twenty (20) hours of administrative training per year. The agency is required to ensure that all Managers' trainings are attended by the Program Manager or his or her representative.

The training center's current class schedule can be found at: [www.incap.org](http://www.incap.org) <<http://www.incap.org>>

Course titles are as follows:

- Basic Heating Systems
- Intermediate Heating Systems
- Advanced Heating Systems
- Water Heater Safety and Rehabilitation
- Wood Stove Seminar
- Gas Range Testing and Repair
- Oil Furnace Training
- Boiler Inspections
- Whole House Heat Load Calculations
- Worst Case Draft for Auditors and Heating Technicians
- Air Sealing Site Built Homes
- Insulating Site Built Homes
- Mobile Home Weatherization
- Daily Safety Test Out Procedures
- Introduction to Infrared Thermography
- Residential Energy Auditing
- Basic Residential Wiring
- Lead Safe Work Practices
- Mold Awareness
- \*Course Coming Soon- Final Inspection Procedures

Course descriptions are as follows:

***Basic Heating Systems***

This course is intended to introduce the heating technician to the Weatherization Program heating system inspection process. Basic gas and electric furnaces are detailed and the various inspection forms are introduced. This course is intended for the heating technician that has little or no experience or someone in need of reviewing the basics.

***Intermediate Heating Systems***



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This four (4) day course is intended for participants that have completed the Basic Heating Systems course or already know the combustion process, the sequence of operation of all types of gas furnaces, and the ability to operate their volt, ohm, amp meter, electronic gas leak detector and carbon monoxide analyzer. The participants will learn the Indiana Weatherization gas appliance inspection process, gas furnace clean and tune procedure, electric furnace inspection procedure, new furnace installation requirements, and the Worst Case Draft Testing procedure. The participant will be provided follow-up field training in his or her community.

#### *Advanced Heating Systems*

This four (4) day course is intended for participants that have completed the Intermediate Heating Systems course. This course will include vent system inspection, installation practices, and sizing. Combustion analysis, carbon monoxide mitigation, duct system airflow diagnostics and repair strategies will also be covered. The participant will be provided follow-up field training in their community as well.

#### *Water Heater Safety & Rehabilitation*

The water heater class covers both electric and gas water heaters. For electric water heaters, this class covers proper wiring, element operation, thermostat operation, pressure and temperature relief valves, common repairs, and troubleshooting techniques. For gas water heaters, this class covers proper gas line connections, carbon monoxide testing, draft testing, proper venting procedures, pilot safety testing [standing pilot models], pressure and temperature relief valves, and gas valve operation.

#### *Wood Stove Seminar*

This is a one day seminar based in large part on information contained in the most current edition of the National Fire Protection Association Code manual NFPA 211 (Chimneys, Fireplaces, Vents and Solid Fuel Burning Appliances). The session also deals with correcting unsafe wood stove installations. A variety of full scale training props are used to demonstrate chimney safety, clearance to combustibles safety, proper wood stove operation, and available products used to repair unsafe, non-complying, wood stove installations. Each agency receives a copy of the NFPA 211 code, Flue Tech catalog, and a state wide dealer list of chimney specialists.

#### *Gas Range Testing & Repair*

Under the right circumstances, any combustion appliance in a tight home can be a health and safety problem-including gas cook stoves. This one day seminar targets two groups of people: those who run tests to identify dangerous appliances and those who make repairs to mitigate carbon monoxide problems. Areas covered are: appliance components and operation; testing locations and procedures; appliance cleaning and fuel mixture adjustments, and; CO troubleshooting. Participants will receive extensive hands-on training utilizing fully functional gas ranges. Building Analyst Certification components are included in this class.

#### *Oil Furnace Training*

This two day session covers inspection and testing of vented oil-fired heating appliances. Participants will

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become familiar with oil heating components and operational characteristics to become competent in inspection, testing and repair of oil furnaces. This session is designed for either Weatherization Auditors making inspections or Technicians providing repairs. Topic areas include: components and operation, oil furnace combustion, methods of measuring combustion efficiency and the improvement of combustion efficiency. An Oil Furnace Inspection form is provided help facilitate inspection and documentation. Heating Technician Certification components are included in this class.

#### *Boiler Inspections*

This two-day seminar is designed to give Weatherization Auditors and Heating Technicians a guide to a Health and Safety inspection of gas boilers. Topics covered will be: system identification, hot water versus steam boilers, operational characteristics, system controls, safeties and limits, inspection considerations, and maintenance Issues. A new Boiler Inspection form will be introduced to help with the inspection process.

#### *Whole House Heat Load Calculations*

This two day course covers the methods, skills and inspection techniques Building Analysts need to calculate whole house heat load. This course will follow the ACCA Manual J heat loss procedure, utilize blower door air leakage information to determine heat loss associated with infiltration, and account for heat loss associated with air-sealed duct systems. Detailed building information of post-weatherization conditions is input into an Excel spreadsheet to determine a realistic post-weatherization heating load on the building. This heating load is then used to help select the most appropriate size of replacement furnace. This course includes a field day to inspect a house, gather information, complete the load calculation sheet, and determine a replacement size furnace.

#### *Worst Case Draft for Auditors and Heating Techs*

This class will concentrate on the worst case draft testing procedure that involves activities beyond the scope of Building Technicians, such as carbon monoxide, heat rise, and flame interference. Students will learn to identify acceptable and unacceptable diagnostic numbers and will concentrate on identifying exactly what needs to be done to fix the problems encountered.

#### *Air Sealing Site Build Homes*

This week-long course covers everything related to air sealing site built homes for optimal energy performance. Topics covered include: building science concepts, blower door testing, duct diagnostics and repairs, general air sealing materials and techniques, zonal pressure testing, building tightness guidelines, and an introduction to Indiana's *Daily Safety Test Out* procedure. The blower door and other diagnostic tools, such as digital manometers, smoke pencils, and pressure pans, will be demonstrated. For 2010, we have added an in-field section for hands-on practice using insulating techniques. We will continue to provide follow-up field training in the students' communities as well.

#### *Insulating Site Built Homes*

This four (4) day course covers insulating site built homes for optimal energy performance. Topics

**WEATHERIZATION ANNUAL FILE WORKSHEET (continued)****Grant: EE00078****Amendment: 001****State: IN****Program year: 2009****Budget period: 04/01/2009 - 03/31/2011**

covered include: building science concepts, typical retrofit insulation measures, insulation materials and techniques, and specialized installation equipment. Dense pack cavity insulation and 2-part spray urethane applications will be demonstrated. For 2010, we have added an in-field section for hands-on practice using insulating techniques. We will continue to provide follow-up field training in the students' communities as well.

*Mobile Home Weatherization*

This three-day course is designed to address the unique characteristics of mobile homes and is aimed at building technicians and building analysts. It has been updated to focus on the latest, most cost effective weatherization measures, such as blower door directed duct sealing and floor, wall, and roof cavity insulation with blown fiberglass. For 2010, we returned to the format of spending 1 day in the classroom and two days in the field weatherizing a mobile home.

*Daily Safety Test Out Procedures*

This one day class is intended for people who don't necessarily need the full furnace and duct diagnostic classes but need to know enough about house and furnace interaction to make sure the house is not left in a dangerous condition when the Weatherization work is done. It will cover furnace basics such as the difference between return and combustion air, the dangers of open returns, and "Worst Case" draft testing. We will also look at pressures that can develop due to duct repair. The manometers to check for dangerous zonal pressures will be explained. This class is essential for Building Technicians who want an answer to the question: "How do we properly test out the door?" Building Technician I Certification components are included in this class.

*Introduction to Infrared Thermography*

This one day workshop is designed to introduce weatherization staff to infrared thermography and to familiarize them with specific equipment that INCAA has available for their use. Participants learn what infrared scanners do and how they can be utilized to evaluate weatherization work. The session involves hands-on use of the equipment as well as classroom instruction.

*Residential Energy Auditing*

This course is designed to teach the individual how to collect, evaluate, and communicate the information required for an effective and appropriate work order. This course is for any employee who conducts energy audits, evaluates the quantity of materials required, or writes the work orders for heating system or shell improvements. Topics include: whole house approach, identifying the energy needs of the house through utility consumption analysis, health and safety inspections, pressure and thermal boundary inspection and diagnostics, Indiana's Weatherization Program requirements, appropriate retrofit materials and techniques, calculation of areas and quantities, and an introduction to house-furnace interaction. We will detail the furnace sizing process, lead paint inspecting, and the use of infrared as a quality control tool.

*Basic Residential Wiring*

## U.S. Department of Energy

OMB Control No. 1910-5127

(08/05)

**WEATHERIZATION ANNUAL FILE WORKSHEET (continued)**

Expiration Date: 6-30-08

Grant: EE00078

Amendment: 001

State: IN

Program year: 2009

Budget period: 04/01/2009 - 03/31/2011

Auditors often make recommendations that require dealing with electrical issues, be it the installation of an exhaust fan or electric water heater, the replacement of knob and tube sections, or remedying bad wiring. This one-day session is intended for Auditors or others interested in a basic knowledge of residential wiring systems. We will look at complete system wiring from the weather-head to the receptacles. Learn what to look for and what you should know when making a call that impacts the house wiring system.

*Lead Safe Work Practices*

Lead Safe Work Practices will be part lecture and part hands-on training. The hands-on portion will demonstrate typical Weatherization measures where lead safety is needed. There is a study period and a written test at the end of the day. This course is NOT a Lead Renovator course and does NOT fulfill the Lead Renovator requirement. Rather, this course will identify practices that workers must implement to provide lead safety in the workplace for themselves as well as the occupants of the home.

*Mold Awareness*

The Mold Awareness class will help technicians and auditors identify the conditions that promote mold growth. We will identify treatment options for less extensive mold conditions and best Weatherization practices to prevent mold growth. We will discuss health aspects for both workers and clients.

**II.7 DOE-Funded Leveraging Activities**

At this time we do not set aside DOE funds for a leveraging program. However, agencies are leveraging their funds against other programs and utility funds in order to weatherize more homes. Indiana does report units that were weatherized using DOE guidelines and priority measures including homes funded with LIHEAP and utility funds on the Quarterly Production Report. In 2010, Indiana expects greater contributions from utilities to weatherize low-income clients. Many utility companies piggyback their funds to DOE funds to increase the average investment in homes above DOE limits.

**II.8 Policy Advisory Council Members (names, groups, agencies)**

REAL Services, Inc.	Rich Gadacz
Community Action Program, Inc. of Western Indiana	Tom Bolen
Community & Family Services, Inc.	Jeff Valind
Community Action of Southern Indiana (Jeffersonville)	Mike Henderson
Indiana Community Action Association, Inc.	Steve Nall
PACE Community Action Agency, Inc.	Ernest Brewer

**II.9 State Plan Hearings (send notes, minutes, or transcript to the DOE office)**

Hearing Date
02/26/2010

Newspapers that publicized the hearings and the dates that the notice ran.

Indianapolis Star  
Fort Wayne Journal Gazette

**II.10 Adjustments to On-File Information**

IHCDA changed the method Indiana uses to allocate funding to sub-grantees in 2009. The method for awarding funding is:

1. After State Administration and Training and Technical Assistance funds are taken off the top, all remaining funds will be split 85/15. Eighty-five percent (85%) is awarded to the sub-grantees by using a base allocation and a distribution formula based on the levels of at-risk individuals, as determined by the 2000 census, and the number of heating degree days for the sub-grantee's service area. The remaining 15% is placed in an incentive pool.
2. The 85% of funds are awarded as follows:
  - a. \$75,000 is given as a base allocation to each of the 24 sub-grantees, for a total of \$1.8 million.
  - b. The balance of the 85% is then split up amongst the agencies using the number of heating degree days and county-level census data to determine what percentage of the state's elderly, low-income, and disabled population live in each agency's service area.
    - i. 65% of the funding is determined by low-income percentages
    - ii. 15% goes towards the heating degree day percentages
    - iii. 10% towards the elderly percentage
    - iv. 10% towards the disabled percentage
3. The 15% of funds placed into the incentive pool is awarded to agencies that met the following criteria during the previous funding period:
  - a. At least 95% of their last DOE award had been expended by the close of the grant.
  - b. All individuals and contractors within the sub-grantee's weatherization program had obtained or maintained their training requirements per II.6 of the State Plan.
  - c. The end-of-year closeout report was correct and submitted on-time.
  - d. Payments to contractors did not exceed 60-days from the date of submission to the date of check cashing.
  - e. Average energy savings as determined by PRISM for dwellings which use natural gas must be at least 15%.
  - f. The agency is not currently undergoing a Quality Improvement Plan, as a result of monitoring issues.

As identified here, a sub-grantee's base allocation will never go below \$75,000. As such, all base awards are equal to \$75,000. As a result of the State's base allocation decreasing by 58% from 2009 allocations, IHCDA decreased the base allocations for all sub-grantees to the minimum \$75,000. This change was made in order to both minimize the significant impact cutbacks have on small, rural sub-grantees.

**II.11 Miscellaneous**

IHCDA will distribute \$341,810.24 in unused grantee administration funds to sub-grantees for use as administration funds. IHCDA will also distribute \$2,247,149 in additional T&TA funds directly to sub-grantees. These additional funds will be allocated using the regular funding formula and may also be used only for administrative or T&TA purposes.

WinSAGA, 02/12/2010

3:58:55PM

DOE F 540.2

**U.S. Department of Energy**

OMB Control No. 1910-5127

(08/05)

**WEATHERIZATION ANNUAL FILE WORKSHEET (continued)**

Expiration Date: 6-30-08

**Grant: EE00078**

**Amendment: 001**

**State: IN**

**Program year: 2009**

**Budget period: 04/01/2009 - 03/31/2011**

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**U.S. Department of Energy**  
**STATE PLAN/MASTER FILE WORKSHEET**

**Grant Number: EE00078, State: IN, Program Year: 2009**

This worksheet should be completed as specified in Section III of the Weatherization Assistance Program Application Package.

**III.1 Eligible Population**

**III.1.1 General Description**

**Definition of income used to determine eligibility:**

Per WPN 09-5, households with an income at or below 200% of the OMB poverty income guidelines are eligible to receive weatherization work, as authorized by the American Recovery and Reinvestment Act of 2009, Public Law 111-005, and appearing in Section 412(7) of the Energy Conservation and Production Act (42 U.S.C. 6862(7)).

**Procedures to determine that units weatherized have eligibility documentation:**

IHCDA will continue to use Energy Assistance Program (EAP) applications to verify the income of clients between 0% and 150% of poverty. Clients between 151% and 200% of poverty will still be subject to the Indiana LIHEAP program's method for calculating income and supplying all related income verification documentation.

Sub-grantees can add clients between 151% and 200% of poverty to their wait list via one of the following ways:

1. Through disqualified EAP applications that are below the 200% of poverty threshold, where an income verification was done; or
2. Using a separate, agency-determined method that aligns with EAP income verification guidelines. In this case, all documents must be kept in the client's file.

**Definition of children: Below age** 18

**Recommend tribal organization(s) be treated as local applicant?** No

**If YES, Recommendation: If NO, statement that assistance to low-income tribe members and other low-income persons is equal:**

Native Americans are served in the general population and will be eligible to receive benefits equivalent to the assistance provided to other low-income persons within the State.

**III.1.2 Selection of Areas to Be Served**

Selection of sub-grantees to implement the Weatherization Assistance Program is made in accordance with 440.15(a)(d). IHCDA contracts with twenty-four (24) sub-grantees to cover Indiana's 92 counties. Of the twenty-four (24) sub-grantees, twenty-three (23) are community action agencies and one (1), JobSource, is a unit of local government.

440.15(a) - Preference is given to any sub-grantee that has administered, or is currently administering,

**U.S. Department of Energy**

**STATE PLAN/MASTER FILE WORKSHEET (continued)**

**Grant Number: EE00078, State: IN, Program Year: 2009**

an effective program, with program effectiveness evaluated by consideration of factors including, but not limited to:

1. Demonstrated ability to achieve projected goals and objectives;
2. Quality of weatherization work as demonstrated by past program performance;
3. Ability to staff program with qualified, trained, and experienced employees;
4. Previous program experience, both in weatherization and other low-income programs, and;
5. Ability to fulfill procedures for fiscal record keeping under Indiana and Federal codes.

If one of the current 24 sub-grantees is unable to administer the Weatherization Program in their respective counties, or if the Program is cited for non-compliance, corrective actions will be taken. With support from IHCD and INCAA, the agency in question will:

1. Implement a 120-day quality improvement plan (QIP). A QIP is prescribed to agencies with a significant number of findings and program deficiencies. The QIP process includes drafting a remediation plan, assigning responsibilities for resolving findings, and fully participating in monthly monitoring visits.
2. Implement a modified QIP. A modified QIP is prescribed to agencies with less dire, but still numerous, findings and concerns. The modified QIP process includes drafting a remediation plan, assigning responsibilities for resolving findings, and quarterly monitoring visits.

If the QIP does not result in the correction of all issues in question, IHCD has the option to either extend the QIP period or remove the Weatherization Assistance Program from the sub-grantee.

If the State chooses to remove the weatherization program from the sub-grantee, IHCD will go through the following actions to ensure continued service in the agency's service area:

1. Removal of the program from the sub-grantee will not be done until a suitable organization can be found to administer the program, either on a temporary or permanent basis. This will ensure that the transfer of the program will not result in a gap in service to clients for any period of time.
2. If funding is removed in part from a particular agency, IHCD will exercise discretion in either redistributing that funding to existing sub-grantees or new sub-grantee(s) using the RFP method identified below, or awarding funding to those agencies meeting qualifications under 440.15(a) and are capable of handling additional funds, as evidenced by their grant spending in conjunction with production benchmarks.
3. In selecting an organization to take over the weatherization program, an RFP will be sent out to (in order of priority) neighboring sub-grantees, statewide subgrantees, local non-profit organizations, and local units of government.
4. Once an organization is selected, a date will be determined for program transfer. IHCD will coordinate the transfer with the old and new sub-grantee.



**U.S. Department of Energy**  
**STATE PLAN/MASTER FILE WORKSHEET (continued)**

**Grant Number: EE00078, State: IN, Program Year: 2009**

**III.1.3 Priorities**

IHCDA requires sub-grantees develop policies emphasizing the priority points assigned to households. DOE requires that priority be given to the elderly (age 60 years and older) and people with disabilities. Owner-occupied and renter-occupied dwelling units have equal priority. In addition, DOE allows States the option to prioritize households with children (age 18 or younger), high residential energy users, or households with a high energy burden. IHCDA has chosen to add the aforementioned households to the priority list.

Households including people who are elderly, disabled, and/or children are identified using a matrix scoring system as identified by the Energy Assistance Program application. The matrix score, which can be found on the EAP application, is the basis for Indiana's priority system and is used to identify "at-risk" households for client service. Although the matrix system is the preferred method for prioritizing households, agencies are not required to utilize this method. Alternative methods must still meet the priority standards as stated below.

Priority standards are as follows:

1. Elderly, disabled, households with children
2. Households with a high energy burden or high residential energy users
3. other priority determination as set by agency
4. All other income eligible households.

Agencies are monitored for compliance with the priority list during the annual file review.

**III.2 Climatic Conditions**

Indiana's climatic data is compiled from the records of the National Oceanic and Atmospheric Administration (NOAA) from weather data is collected from 150 sites in Indiana. Each sub-grantee has a unique agency average of heating degree days (HDD) that is determined by the weather data collected from the counties the agency serves over the past 30 years. For counties that did not have data collection sites, an average HDD was computed using data from adjoining counties. This step also ensures that agency service areas are in the same heat zone. Indiana has three heat zones, which were divided based on average HDD.

The formula used to calculate HDD is as follows:

- Take the base temperature of 65 degrees and subtract the average daily temperature for a given calendar day to equal the heating degree days
  - example:  $65 - 55 = 10$  HDDs
- Only days with average temperatures lower than the base temperature will be counted as HDDs
- Repeat this process for each day of the year

**U.S. Department of Energy**  
**STATE PLAN/MASTER FILE WORKSHEET (continued)**

**Grant Number: EE00078, State: IN, Program Year: 2009**

- Add together the total HDDs for an agency's HDDs sum.

### **III.3 Weatherization Work**

#### **III.3.1 Type of Work to Be Done**

IHCDA will ensure maximum energy savings by making certain that homes weatherized in Indiana receive the highest quality of work. The Indiana Weatherization Program accomplishes this by maintaining an excellent staff of state monitors and a progressive training facility. To ensure that procedures are being properly applied, sub-grantees receive specific technical training along with field visits and enhanced training at the field site. Additionally, IHCDA has purchased equipment for agency use, including; new blower doors, stronger insulation machines, digital gauges, carbon monoxide detectors, infrared cameras, and spray foam rigs to stay current with today's most energy efficient technology.

Agency Auditors conduct a whole-home audit and work is completed based on what is required to make the home more energy efficient. All homes being weatherized are treated with the whole-home system approach, with the goal of aligning thermal and pressure boundaries on every home. Additionally, as part of the whole home audit, extensive testing of combustion appliances is conducted to ensure family health and safety. After the initial audit is completed, agency crews or contractors may then complete the weatherization work based on the audit priority list. Indiana has an audit priority list for site built homes and mobile homes.

The audit priority list for work completed on site built homes is as follows:

- health and safety testing and measures
- general heat waste including:
  - blower door directed air sealing
  - water heater system treatment
  - furnace system tune up
  - lighting
- client education
- insulate uninsulated ceilings
- insulate ducts outside the thermal boundary
- insulate uninsulated walls
- insulate partially insulated ceilings
- insulate box sills
- insulate foundation and/or ducts
- refrigerator replacement
- other necessary repairs (limited to \$500)
- minor air sealing

**U.S. Department of Energy**  
**STATE PLAN/MASTER FILE WORKSHEET (continued)**

**Grant Number: EE00078, State: IN, Program Year: 2009**

The audit priority list for work completed on mobile homes is as follows:

- health and safety testing and measures
- general heat waste:
  - blower door directed air sealing
  - water heater system treatment
  - furnace system tune up
  - lighting
- client education
- insulate floors
- insulate partially insulated walls
- insulate partially insulated ceilings
- refrigerator replacement
- other necessary repairs (limited to \$500)
- minor air sealing

IHCDA allows for replacement of incandescent bulbs with compact fluorescent (CFL) bulbs. They are replaced in areas where lights are left on for at least three hours a day. The projected 75% savings in electricity with CFL bulbs over incandescent bulbs justifies the cost of the bulbs.

Incidental repairs will be performed in accordance with DOE guidelines and total costs incurred will not exceed \$500 on any unit weatherized.

Refrigerator replacement is not funded by DOE; only LIHEAP or utility funding will pay for refrigerator replacement.

### **III.3.2 Energy Audit Procedures**

Indiana's audit priority list is based upon calculations from the National Energy Audit (NEAT) on housing stock typical in the State's Weatherization Assistance Program. The audit calls for blower door testing of each dwelling with blower door directed and cost effective air sealing as part of general energy waste measures. A space and water heating system health, safety, and efficiency evaluation, as well as treatment, are audit requirements effective statewide on January 1, 1995. In 2010, Indiana will be revising the Mobile Home Audit utilizing the latest edition of MHEA.

#### **440.18 (E)(2) Re-weatherization of Dwelling Units Previously Weatherized**

Sub-grantees may install or otherwise provide weatherization materials to a dwelling unit that was weatherized with grant funds prior to September 30, 1994. This is termed re-weatherization. This will allow sub-grantees to complete allowable weatherization activities in accordance with Sec. 407. Weatherization Assistance Program Amendments (e) Assistance for Previously Weatherized Dwelling

**U.S. Department of Energy**  
**STATE PLAN/MASTER FILE WORKSHEET (continued)**

**Grant Number: EE00078, State: IN, Program Year: 2009**

Units-Section 415(c)(2) of the Energy Conservation and Production Act (42 U.S.C. 6865(c)(2)).

<u>Unit Types</u>	<u>Audit Procedures and Dates Most Recently Approved by DOE</u>
Single-family	NEAT-based priority list approved 11/9/07
Multi-family	Handled on a case-by-case basis
Mobile Home	MHEA-based priority list approved 4/27/2006

### **III.3.3 Final Inspection**

Each sub-grantee, or its authorized representative, is required to complete a pre- and post-inspection of each unit weatherized. A dwelling that received more furnace work than a clean and tune requires an interim audit if the work was not done by a BPI certified heating technician. A dwelling unit may not be reported as completed until:

1. A final inspection has been performed in accordance with 440.16 (g);
2. It has been certified that the work has been completed in a workmanlike manner and in accordance with approved procedures in 440.21; and,
3. All materials have been properly installed.

IHCDA ensures compliance with 440.16 (g) by monitoring a sample of homes pulled by the file review.

### **III.3.4 Assessment of Effectiveness**

Starting in 2010, IHCDA and INCAA will transition their methods of assessment of effectiveness of weatherization from Princeton Score keeping Method (PRISM) to the BEACon (Building Energy Analysis of Consumption) system. This switch allows IHCDA to review a larger selection of homes for energy efficiency improvements, produces better electric savings information, and cuts down on administration costs in the long run since information can be gathered electronically. Until the BEACon system is fully implemented, IHCDA and INCAA will continue to use natural gas savings results from PRISM as the gauge for energy savings, since it is the primary energy source the bulk of Indiana's housing stock. As such, IHCDA will continue to use natural gas as the baseline for energy savings. Additionally, in 2010, ICHDA will require all agencies to achieve a minimum average reduction in natural gas usage of 15% in order to qualify for the incentive pool.

To assess agencies' procedural effectiveness, IHCDA monitors use a combination of monitoring and T&TA. Agencies with deficiencies are required to attend training specific to the agency's needs. Agency deficiencies and subsequent training include but are not limited to; inadequate technical, fiscal, database management, and client education procedures.

In addition, IHCDA and agency personnel continuously evaluate the effectiveness of training provided through IHCDA and the INCAA training facility. This is done through a combination of monitoring of

**U.S. Department of Energy**  
**STATE PLAN/MASTER FILE WORKSHEET (continued)**

**Grant Number: EE00078, State: IN, Program Year: 2009**

agencies, feedback at Managers' meetings, agency surveys, and meetings with the training facility.

**III.4 Health and Safety**

See attachment.

**III.5 Rental Procedures**

The benefits of weatherization to occupants of rental units are protected in accordance with 440.22(b) (3). IHCD has a policy for weatherization of rental units that complies with 440.16(i), and all other pertinent regulations.

**440.22(b)(3)(ii),(d) Rental Units**

Sub-grantees are required to have a written landlord/tenant agreement and a written landlord contribution policy.

Landlords may be required to contribute financially toward the cost of completing a unit, and/or be required to complete specific work on the unit. In cases where the landlord meets the definition of low-income, and is eligible for service, the sub-grantee may not require participation, financial or otherwise, on the part of the landlord. If a landlord is a non-profit agency, a sub-grantee may not request a financial contribution to the weatherization of a unit. Furthermore, agencies will ensure that clients realize the primary benefits.

Landlord forms must be included in the file of all weatherized rental units. To facilitate the implementation of the policy at the local level, IHCD has developed a sample form that may be used. However, sub-grantees may develop their own form. Landlord agreements must state the following:

“For a one year period of time after weatherization work the rent will not increase unless those increases are not related to weatherization work performed, 440.22(b) (3)(ii).”

Landlord contributions shall be expended in accordance with the agreement between the landlord and the weatherization agency, 440.22(d). Agencies that require landlord contributions must use a net system when charging DOE. For example, if the cost of work is \$100,000 and the landlord contributes 50%--or \$50,000--towards the project, DOE may only be charged for the remaining \$50,000. Landlord contributions not required in order to complete a unit, and provided without stipulation as to the use of the money, must be counted as leveraging and used to enhance the Weatherization Program.

**440.22(b)(3)(iii) Landlord Dispute Resolution**

Sub-grantees are required to develop an appeals process to be used in dealing with rental units. The process should be available to resolve disputes over the raising of rent following the weatherization

**U.S. Department of Energy**  
**STATE PLAN/MASTER FILE WORKSHEET (continued)**

**Grant Number: EE00078, State: IN, Program Year: 2009**

process. However, an appeal procedure is available for all household applicants denied services (Attachment I Appeals Procedure).

**440.22(b)(3)(iv) Undue Enhancement**

The primary purpose of Indiana's Weatherization Assistance Program is to lower "the total residential energy expenditures" of low-income persons. Sub-grantees are to ensure that no undue enhancement shall occur to the value of the dwelling units. Undue enhancement is defined as any improvement to the property that goes beyond the scope of energy conservation work.

**440.22 (c) Liens**

IHCDA will not require that sub-grantees seek to place liens on rental property weatherized; however, sub-grantees must be aware of the legal protection available to people with low-incomes and make appropriate referrals to protect tenants against improper eviction or sale of the property. Such legal preparations also ensure that the weatherization measures conducted on the rental property benefit the low-income tenants for whom it was intended.

**440.22(f) Weatherizing Shelters**

IHCDA allows local agencies to weatherize shelters. The agencies are given the option of counting each 800 square feet of the shelter as a dwelling unit, or of counting each floor of the shelter as a dwelling unit.

**Multi-unit Buildings**

In the weatherization of multi-unit buildings, 66% (50% for duplexes and four-unit buildings) of dwelling units in the building must be eligible households, or will become eligible within 180 days, as referenced in 10 CFR 440.22(b). To ensure that the percentage requirement is met, a separate list must be maintained, indicating the eligible and non-eligible or empty units.

**III.6 Program Management**

**III.6.1 Overview**

The Indiana Weatherization Program is administered by the Indiana Housing and Community Development Authority (IHCDA). IHCDA is a quasi-governmental agency that administers numerous programs including the Low-Income Housing Tax Credit program, First-Time Home Buyer Assistance, Community Development Block Grant, HOME Investment Partnership funds, Emergency Shelter Grant, Low-Income Household Energy Assistance Program, Community Service Block Grant, and Neighborhood Stabilization Program, among others. IHCDA is located within the Family of Business of the Indiana Lieutenant Governor's Office.

**U.S. Department of Energy**  
**STATE PLAN/MASTER FILE WORKSHEET (continued)**

**Grant Number: EE00078, State: IN, Program Year: 2009**

Twenty-four (24) sub-grantees administer the Weatherization Assistance Program (WAP). Twenty-three (23) grantees are Community Action Agencies, and one (1), JobSource, is a unit of local government.

**III.6.2 Administrative Expenditure Limits**

IHCDA allows sub-grantees with awards less than \$350,000 to utilize up to 10% of their total expenditures for administrative purposes. Should the sub-grantee's award increase to \$350,000 or more during the grant period, the sub-grantee may utilize up to 10% of their total expenditures for administrative purposes up to \$350,000. Of the portion of the award that meets or exceeds \$350,000, only 5% of the total expenditures may be used for administrative purposes.

Sub-grantees with an initial award of \$350,000 or more may use up to 5% of their total expenditures for administrative purposes. In addition, sub-grantees that qualify to use 10% of their total allocation for administrative purposes, but did not meet their training or certification requirements for the year, will be limited to using only 5% of their total expenditures for administrative purposes.

Sub-grantees may exceed their determined 5% or 10% administrative threshold only if IHCDA passes down additional administrative funds.

**III.6.3 Monitoring Approach**

In 2009, responsibilities shifted to allow two full time CAA monitors to dedicate 100% of their time to weatherization monitoring. In addition to field inspections, the Monitors visit each CAA for programmatic and fiscal reviews at least once per program year. The primary purpose of monitoring visits is to assist the CAA in providing high quality energy conservation services to low-income people. Monitoring also provides compliance review and information sharing to CAAs to ensure that:

- High quality, comprehensive weatherization services are provided consistently throughout the state;
- Healthy, safe, and energy efficient housing improvements are provided to low-income households;
- Program accountability and efficiencies are in effect and verifiable; and,
- Innovative technological advances are promoted.

Specifically, CAA monitors carry out the following:

- Production Management
  - Determine if the local agency employs enough staff and subcontractors to complete the established production goals;
  - Review whether the CAA is using trained staff to perform various job functions;
  - Monitor agency production rate towards meeting quarterly benchmarks;
  - Review the use of subcontractors to determine compliance with job function

**U.S. Department of Energy**  
**STATE PLAN/MASTER FILE WORKSHEET (continued)**

**Grant Number: EE00078, State: IN, Program Year: 2009**

- certification requirements; and,
  - Review compliance with the priority protocol for site built or mobile homes.
- **Client File Review**
  - Verify that clients receiving weatherization services are income eligible;
  - Make sure the agency documents services provided to the client and all costs associated with the completion of those services; and,
  - Complete the Client File Review worksheet from files pulled at random from agency records, which consists of:
    - i. Verifying income eligibility,
    - ii. Ensuring program eligibility for duration of weatherization work,
    - iii. Checking job costs,
    - iv. Ensuring proper technical readings from diagnostic tests appropriate to the dwelling type are carried out,
    - v. Checking that all appropriate forms (mold and moisture assessment, release of liability, final inspection form, work order, and job invoices) are present and signed
- **Field Inspections**
  - Conduct on-site inspections of a sample of dwellings pulled from the file review to ensure that weatherization services are provided in a professional and workmanlike manner and in compliance with all standards, regulations and policies set forth by IHCD. The field inspection includes testing:
    - i. Base load measures installed,
    - ii. Air sealing,
    - iii. Insulation,
    - iv. CAZ testing,
    - v. Pressure testing,
    - vi. Duct sealing, and
    - vii. All other applicable diagnostics
  - Ensure that the final inspection, which is completed by sub-grantees, attests to the level of quality, professionalism, and appropriateness of the measures installed;
  - Verify that the measures performed were effective, appropriate, and properly invoiced; and,
  - Provide guidance for improving procedures in the delivery of services.
- **Administration Reviews**
  - Review the processes of the agency's weatherization program for compliance and efficiency; and,
  - Review the processing of weatherization claims and payment through the agency's fiscal department for timeliness and correctness.
  - Weatherization CAA Monitors review an agency's weatherization department's activities



**U.S. Department of Energy**  
**STATE PLAN/MASTER FILE WORKSHEET (continued)**

**Grant Number: EE00078, State: IN, Program Year: 2009**

only; Community Service Block Grant (CSBG) and Low-Income Home Energy Assistance Program (LIHEAP) monitors from IHCD's Community Development Department review an agency's overall administrative and financial functions on a yearly basis.

At the end of each monitoring visit, an exit conference is held between members of the sub-grantee's management team and the CAA Monitor to discuss the findings, concerns, and suggestions the Monitor discovered during his visit. The exit conference allows agency staff and the CAA Monitor to discuss informally what will be included in the Weatherization Assistance Program Review.

A written report documenting all findings, concerns, and suggestions will be sent to the CAA within 30 days of the exit conference. CAAs will have 15 days to respond in writing to the monitoring report. Failure by the CAA to respond in writing during the 15 day period will result in all claims being held by the Weatherization Program Manager until receipt of response.

Agencies with a significant number of findings, or finding that indicate significant program deficiencies, are prescribed a Quality Improvement Plan (QIP) (See III.1.2). Agencies will be released from their QIP once CAA Monitors and IHCD program management judge the remediation plan as completed and outstanding issues as resolved. Importantly, agencies will not be eligible for incentive pool funding during a QIP period.

#### **III.6.4 Training and Technical Assistance Approach**

In addition to the aforementioned compliance monitoring, weatherization CAA Monitors provide training and technical assistance (T&TA) consultations for agencies. The purpose of T&TA is to provide agencies with assistance in the technical aspects of the weatherization program and improve weatherization program performance. CAA Monitors are available daily via phone and/or email to answer questions or provide guidance. Agencies with more serious needs may schedule an on-site visit from a CAA Monitor. IHCD may also call for additional T&TA visits by CAA Monitors per a sub-grantee's performance. INCAA training staff is also available to provide T&TA assistance by phone, email, or on-site visits. Regular T&TA visits allow IHCD staff to assess an agency's program operations and training needs. As such, IHCD staff can tailor agency-specific training and assistance to improve agency performance in identified areas of weakness.

Moreover, on-going technical training is available to sub-grantees through IHCD CAA Monitors and INCAA to make sure that the most current weatherization knowledge and techniques are being practiced in the field. CAA Monitors and sub-grantee employees attend the same training sessions conducted by INCAA so as to build a common frame of reference for both parties. As such, sub-grantees know the standards and expectations as to how weatherization work is to be conducted. In return, CAA Monitors can verify the appropriateness of measure prescribed and performed and confirm the quality of the workmanship. Additionally, if problems are identified at a monitoring visit, the Monitor can provide training immediately, or schedule it for a later date. If problems are revealed that the Monitor is

**U.S. Department of Energy**  
**STATE PLAN/MASTER FILE WORKSHEET (continued)**  
**Grant Number: EE00078, State: IN, Program Year: 2009**

unequipped to handle or does not have time to address, INCAA trainers are available to provide the necessary training.

In those cases where problems are identified that cannot be resolved within the scope of regular training, monitoring, and technical assistance, IHCD will institute the following steps in an attempt to resolve the problems(s):

1. Outline corrective action through the development of training plans and on-site instructions;
2. Implement these activities through a joint effort with the sub-grantee program manager and an IHCD Weatherization Program Manager;
3. Establish target dates to bring sub-grantee performance into compliance; and,
4. Provide on-going State and local staff involvement.

**III.6.5 Energy Crisis Plan**

The State of Indiana has set the eligibility for LIHEAP Energy Assistance to 150% of the OMB federal poverty guidelines. Energy Crisis Plans will be directed by the Governor's Office in coordination with the LIHEAP program and IWAP.

**State Plan/Master File Worksheet - (Attachment)*****III.4 Health and Safety******Grantee Health and Safety***

Agencies performing weatherization services should be cognizant of the possible dangers within a home. All agencies performing weatherization services must abide by the Indiana Field Guide in addressing health and safety issues. On their initial visit, energy auditors identify any hazards present in a home and determine whether the hazard poses a health danger to occupants, crews, or contractors. If not, the hazard may be addressed as necessary minor incidental repairs. If the contaminant does pose a danger, the energy auditor will defer any weatherization measures until such time that the danger is eliminated.

Agency and IHCD staffs that enter client homes as part of their work responsibilities must receive necessary training on health and safety issues that may affect them and clients they are serving. Staff is equipped with appropriate diagnostic tools to determine what conditions are present and if they pose potential health and safety risks. Costs of training will be charged to state administrative or training and technical assistance line items.

***Crew and/or Contractor Health and Safety***

Sub-grantees must comply with all Occupational Safety and Health Administration (OSHA) regulations for all weatherization activities. Detailed specifications regarding worker health and safety are found in OSHA 29 CFR 1926/1910 published by the U.S. Department of Labor. All CAA crews and contractors must utilize personal safety equipment and attend the "Basic Weatherization Skills" class offered by INCAA. This course covers how to utilize safety equipment, how to interpret material safety data sheets, and the use of related equipment including, but not limited to, ladders, respirators, and diagnostic gauges. In addition, courses for agency staff and contractors are available on a quarterly basis covering the topics of CPR, First Aid, and Safety Management Programs covering OSHA guidelines and safety equipment.

Costs related to training and equipping local agency staff in order to comply with OSHA standards will be charged to the appropriate LIHEAP program line items. Contractors employed by local agencies are expected to comply with OSHA standards and costs associated with compliance should be included in the job cost paid to the contractor.

***Client Health and Safety***

As homes are sealed through weatherization work, existing indoor air quality issues can become serious problems. Indoor air pollutants, such as mold, and combustion appliance exhaust are two problems that exacerbate when a house is weatherized. For these reasons, the Indiana Weatherization Program is committed to ensuring the health and safety of all clients whose homes are weatherized. To accomplish this, a health and safety evaluation is required on each home prior to any work being started. The health and safety budget category may be charged to complete the evaluation. Costs associated with eliminating energy related health and safety hazards prior to installation of weatherization materials will be paid for with DOE or LIHEAP funds.

**State Plan/Master File Worksheet - (Attachment)**

Weatherization activities will be done in a manner that will not subject staff or clients to health and safety risks. The Indiana Weatherization Field Guide, provided to all agencies, describes detailed instructions that must be followed in conducting health and safety inspections and testing. A daily safety test out evaluation is performed on every home receiving weatherization work at the end of each work day.

All CAAs are required to include a Client Consent Form with Release of Liability and Waiver of Claims in all client files. This notice explains to the client that the health and safety of the building, the occupants, or the weatherization staff shall not be compromised by any retrofit material, technique, or practice. To ensure health and safety, relevant assessments will be conducted as part of all building analysis and notification to the client that some weatherization measures may create dust or airborne particles, including but not limited to: insulation, mold, or lead. Weatherization measures installed will either alleviate or not promote the growth of new airborne particles.

***Potential Hazard Considerations***

The Indiana Weatherization Field Guide describes policies and procedures for remediation of potential hazard conditions.

**Biologicals**

The removal of biologicals, such as mold, vermin, and unsanitary conditions is not generally an allowed activity under the Weatherization Assistance Program. DOE program funds up to \$500 for incidental repairs may be used to correct energy-related conditions to allow effective weatherization work and/or assure the immediate or future health of workers and clients.

Moisture and high indoor humidity can encourage the growth of many biologicals. Local agencies must measure indoor humidity levels and potential sources for excess moisture. Identified problems and sources are documented on the Moisture Assessment Findings form that is signed by the local CAA, client and/or landlord. Solutions and educational talking points are discussed with the homeowner and/or occupants to determine roles in creation of problems and/or mitigation. Occupants are given a copy of the Environmental Protection Agency (EPA) brochure, "A Brief Guide to Mold, Moisture, and Your Home" as part of the client education process. Staff will also ensure that the work scope development addresses and mitigates identified moisture related issues, if they can be resolved using low cost or no cost measures, and charge the maintenance under DOE's incidental repairs funding source (see III.1.3). If more extensive measures are needed to alleviate moisture issues, the house will be deferred until the issues are resolved outside of weatherization dollars.

Each CAA staff and/or contractors will receive specialized training in moisture awareness and mold hazards.

IHCDA provides sub-grantees with training on moisture, ventilation, and indoor air quality issues. Client education is also used to address occupant's role in moisture problems. If necessary, WAP services may be delayed until the problem can be referred to another agency that can take remedial action (see Deferral Standards, section 311 in the Indiana Weatherization Assistance Program Policy and

**State Plan/Master File Worksheet - (Attachment)**

Procedures Manual).

The Weatherization Assistance Program is not a mold remediation program. The use of DOE funds for removal of mold and other related biological substances is not an allowable weatherization expense. DOE funds should not be used to test, abate, remediate, purchase insurance, or alleviate existing mold conditions identified during the audit, the work performance period, or the quality control inspection.

**Combustion Appliances and Combustion Gases**

Energy-related health and safety concerns need to be remedied before, or because of, the installation of weatherization materials. Health and safety concerns include hazards caused by combustion appliances. Combustion appliances post the most serious hazard found in homes because of their production of dangerous combustion gases. Dealing with combustion gases in the home may require changing or repairing the venting on the appliance, or replacement of the water heater, furnace or space heater. An agency may pay for cook stove repair with health and safety funds, but cannot replace it.

Auditors receive extensive training in the evaluation of combustion appliances and air quality hazards. Home evaluation forms that document existing combustion appliance functionality and combustion gas presence are required to be in every client file. Measurement and careful consideration of the air leakage rate of the dwelling unit prior to, and during, the course of air sealing, are important steps in the weatherization process to ensure safety and appropriateness of the weatherization measures.

The health and safety inspection includes the following items:

1. The rated and measured BTU input of each gas furnace;
2. A complete electrical inspection of the furnace including proper grounding, polarity, wiring connections, fuse type and size, element amperage [electric furnace], disconnect requirements and conduit requirements;
3. An inspection of all gas lines in the home from the source to the gas appliances or line termination. This includes all fittings, connections, shut-off valves, gas valves, sediment traps and end caps;
4. An inspection for spillage and a reading of the draft of gas furnaces and water heaters [Completion of the Indiana Gas Appliance Inspection Form];
5. A visual check for flame interference;
6. A test of the setting and operation of the high limit control switch;
7. An evaluation of the adequacy of combustion air for combustion appliances;
8. A check that there are no open return air ducts/leaks in the Combustion Appliance Zone
9. Carbon monoxide testing of all gas appliances;
10. Check for a properly installed temperature and pressure relief valve on the water heater
11. A measurement and adjustment, if needed, of the water temperature;
12. An inspection, and replacement if necessary, of the furnace filter;
13. A "worst case draft test"; and,
14. Treatment of minor biological hazards in order to insure the health and safety of the Weatherization employees and clients. Examples include:
  - a. Mold and mildew
  - b. Unsanitary conditions

**State Plan/Master File Worksheet - (Attachment)**

- c. Rotting wood
- d. Water damage or leaking pipes
- e. Existing moisture issues and concerns

Agencies must consider the costs associated with eliminating health and safety hazards, keeping in mind that the primary focus of weatherization activities must remain energy conservation. The sub-grantee will determine whether repairs can effectively be made on the stove, water heater, or furnace, to enable them to operate safely, rather than require a replacement. Agencies will be allowed to replace water heaters, furnaces or space heaters as a DOE program expense in certain circumstances. The guidelines for replacement are as follows:

- A verifiable condition must exist that allows combustion gases to enter the living environment. For example, a breach in the heat exchanger that allows the combustion gases to mix with the air in the ductwork.
- An improper application of a non-sealed combustion furnace, installed in a mobile home. Mobile homes are required to have furnaces that draw their exhaust make-up air from outside the carriage. The installation of a furnace intended for use in site built homes could cause serious concentrations of combustion gases in the living environment by causing the furnace to back-draft.

The agency may not continue with weatherization work, particularly air sealing the structure, until the combustion gases have been appropriately vented away from the living area. In the case of a plugged or non-functioning vent on a combustion appliance, appropriate steps must be taken to repair, or replace, the vent.

Before a furnace is installed in a weatherization dwelling unit, the proper size of the furnace must be determined. Agencies will determine the most effective output size of the replacement furnace using Manual J heat load calculations or other appropriate methods.

Replacement of cook stoves that are creating a health hazard is allowed as a health and safety measure, but must be paid for out of LIHEAP funds.

As with any unit weatherized, a final inspection must be performed to assure that the unit meets all of the requirements, as stated in CFR 440.16 (g).

IHCDA, in accordance with the provisions of Weatherization Program Notice 02-5, will allow smoke and carbon monoxide alarms to be purchased and installed as a health and safety abatement measure. Each home weatherized will be required to be equipped with working smoke detectors at the conclusion of the weatherization process. The home will be provided with one smoke detector for each occupied floor. This includes a smoke detector for all finished basements. Agency expenses are limited to the purchase and installation of batteries in homes with smoke detectors without working batteries at the time of inspection.

**Fire Hazards**

A visual inspection of potential fire hazards will be conducted prior to the commencement of weatherization work. All units retrofitted will have appropriately placed smoke detectors. The

**State Plan/Master File Worksheet - (Attachment)**

identification of fire hazards will include, but not be limited to:

- Fuel/gas leaks
- combustibles in the immediate vicinity of combustion appliances
- Unsafe or inadequate venting systems
- Combustion appliances failing to meet code standards/clearances
- Frayed electrical wiring/aluminum wiring
- Overloaded or misused electrical wiring
- Assessment of smoke detector adequacy
- Development of strategy to mitigate identified hazards
- Description of mitigation procedures to be conducted by building performance crew

Health and safety funds may be used to perform limited electrical repairs to eliminate fire and safety hazards, such as cleaning and repairing flues, chimneys, and appliance venting to abate dangerous conditions, and repair the shell of unit to eliminate potential hazards.

**Electrical Issues**

Household electrical systems will be inspected for potential hazards prior to the commencement of building performance retrofit work. While electrical wiring problems are not generally an allowable measure, identification and inspection will include:

- Checking for proper sizing of fuses/breakers to wiring size in circuit panel boxes;
- Identifying any wiring in the circuit panel box that is aluminum, except for main service connections;
- Inspecting the panel box for multiple circuits connected to individual breakers or fuses;
- Inspecting for disconnected or loose wiring inside the breaker box;
- Ensuring that panel/fuse box has a secure cover;
- Identifying any knob and tube wiring found in the dwelling-test to see if it's live. If it's spliced into conventional circuitry, note breakers or fuses controlling the circuit. Building performance retrofits must conform to NEC or local code;
- Inspecting for frayed wiring, improper splicing, and lack of junction boxes or covers;
- Recording problems found on a building analysis;
- Identifying appliances posing electrical shock hazard

To the extent that these problems prevent adequate weatherization, the agency should consider repairing them on a case-by-case basis or, if too costly, deferring the property until the electrical problem is repaired. Any remedial electrical work, including that associated with furnace installations, completed on a dwelling must be conducted by a licensed, bonded, and insured electrician and will comply with all local and state codes.

**Building Structure**

Building rehabilitation is beyond the scope of the Weatherization Assistance Program. Homes where structural integrity is in question should be referred to a housing rehabilitation program. Incidental

**State Plan/Master File Worksheet - (Attachment)**

repairs necessary for the effective performance or preservation of weatherization materials is allowed. Weatherization services should not be performed on dwellings where the structural integrity would pose a safety hazard to weatherization workers. Weatherization services might need to be delayed until the dwelling can be made safe for crews and occupants (see Deferral Standards, section 311 in the Indiana Weatherization Assistance Program Policy and Procedures Manual).

**Indoor Air Quality***Asbestos*

Asbestos removal is not an allowable activity under the program; however, local agencies are provided training on safe work practices and identification of asbestos hazards. As part of the standard health and safety testing, assessment of friable asbestos conditions is identified. Where permitted by code or EPA regulations, less costly measures that fall short of asbestos removal, such as encapsulation, may be used. Removal and replacement of asbestos siding for purposes of wall cavity insulation is permissible if allowed by local and state codes. Crews must take all precautions to ensure that no inhalation of dust takes place. Safety equipment must be worn at all times during the handling of asbestos materials.

*Radon*

Radon abatement is not an allowable activity under the program. Where there is a previously identified radon problem in a home, work that could exacerbate the problem is limited. Major radon problems are referred to the appropriate local environmental agency.

*Volatile Organic Compounds (VOC)*

Remediating VOC problems is not a weatherization responsibility. As part of the health and safety inspection, identification of VOCs in the building is conducted. VOCs are considered when determining air tightness of dwellings and if ventilation is needed.

**Lead Paint Hazards**

In response to DOE's actions in adopting the EPA's revised lead protocols, Indiana is undergoing a number of steps in order to adhere to the new EPA standards as outlined in the Renovation, Repair, and Painting Rule (RRP) effective in April of 2010. Indiana will take all steps necessary to be compliant by the April 2010 implementation date. The steps are outlined below:

- IHCD has contracted with EMI to produce a training program which will ensure at least one certified Lead Renovator at every agency.
- As of January 2009, all 24 subgrantees will have at least one Niton brand XRF 300 analyzer.
- All CAP agencies will be required to obtain Lead Firm status through the EPA prior to the April 22<sup>nd</sup> effective date.
- All CAP agencies will have at least one staff member who has achieved their Renovator certification and who has also gone through a train-the-trainer course at EMI so that they are able to train other staff and contractors.
- IHCD will provide opportunities for at least two staff from each sub grantee to attend training at EMI to achieve their Renovator certification and to attend the train-the-trainer course.



**State Plan/Master File Worksheet - (Attachment)**

- Monitoring has included an LSW component which reviews practices, inventory, and reporting.
- IHCD will be contracting with EMI to conduct on-site reviews of Lead Renovator training taught by sub grantee staff.

The purpose of the steps outlined above is to ensure full compliance with the new EPA rule and to ultimately provide a better service to those clients which live housing built prior to 1978 wherein the Weatherization program will be disturbing more than the de minimum levels of painted surface.

Indiana has implemented a policy regarding lead based paint procedures on homes being weatherized. This policy includes providing clients with the pamphlet "Renovate Right: Important Lead Hazard Information for Families, Child Care Providers and Schools" and obtaining certification that they received the form. Agency staff working in homes are trained on how to work in a safe lead environment to ensure adherence to EPA, OSHA Rule 29 CFR 1926 as well as to HUD's Lead Paint Hazard Control, 24 CFR 35 (Part 35). All agencies performing weatherization services are encouraged to obtain Pollution Occurrence Insurance.

New employees are trained on safe work practices within the first twelve months of employment to protect employees from the hazards of lead during weatherization work, to limit worker exposure to airborne lead during weatherization, and to ensure that employers such as CAA's communicate the hazards of all hazardous chemicals in the workplace by:

1. Labeling all containers of hazardous chemicals;
2. Having a written hazard communication program;
3. Providing material safety data sheets, including on lead; and,
4. Training workers on safe chemical practices during normal and emergency actions.

What must agencies do?

1. Provide the Lead Paint form to all clients and landlords.
2. Either:
  - a. Use the XRF machine to determine levels of lead in work areas as well as in individual components that might be disturbed when completing weatherization work.
  - b. Assume Lead Based Paint and follow Lead Safe Work Practices including clean-up and testing as outlined in the RRP rule for applicable housing.

Community Action Agencies shall use the following lead-safe work practices whenever known or presumed lead-based paint is disturbed. Please note that additional work practices are required when the work is covered by the HUD rule.

**CAP Agencies will not be required to follow Lead-Safe guidelines for the following repairs, per the RRP Rule.**

- Renovation or repair to housing built in 1978 or later
- Renovation or repair to housing for elderly or disabled persons, unless children under 6 reside or are expected to reside there
- Renovation or repair to zero-bedroom dwellings (studio apartments, dormitories, etc.).

**State Plan/Master File Worksheet - (Attachment)**

- Renovation or repair to housing or components declared lead-free by a certified inspector or risk assessor
- Minor repair and maintenance activities that disturb 6 square feet or less of paint per room inside, or 20 square feet or less on the exterior of a home or building
- Note: minor repair and maintenance activities do not include window or door replacement and projects involving demolition or prohibited practices

**All sub grantees must follow the following pre-renovations education requirements in all homes which do not meet the exemption criteria mentioned above.**

- In housing, you must distribute EPA's lead pamphlet to the owner and occupants before renovation starts.
- For work in common areas of multi-family housing or child-occupied facilities, you must distribute renovation notices to tenants or parents/guardians of the children attending the child-occupied facility. Or you must post informational signs about the renovation or repair job. Informational signs must:
  1. Be posted where they will be seen;
  2. Describe the nature, locations, and dates of the renovation; and
  3. Be accompanied by the lead pamphlet or by information on how parents and guardians can get a free copy (see page 31 for information on obtaining copies).

Obtain confirmation of receipt of the lead pamphlet (see page 23) from the owner, adult representative, or occupants (as applicable), or a certificate of mailing from the post office.

**As of April 22, 2010 all sub grantees must comply with the following guidelines:**

- Firms must be certified
- Renovators must be certified
- Lead-safe work practices must be followed
- The training, certification, and work practice requirements do not apply where the firm obtained a signed statement from the owner that all of the following are met:
  1. The renovation will occur in the owner's residence;
  2. No child under age 6 resides there;
  3. No woman who is pregnant resides there;
  4. The housing is not a child-occupied facility; and
  5. The owner acknowledges that the renovation firm will not be required to use the work practices contained in the rule.

**Firm Responsibilities**

Firms performing renovations must ensure that:

1. All individuals performing activities that disturb painted surfaces on behalf of the firm are either certified renovators or have been trained by a certified renovator;
2. A certified renovator is assigned to each renovation and performs all of the certified renovator responsibilities;
3. All renovations performed by the firm are performed in accordance with the work practice standards of the Lead-Based Paint Renovation, Repair, and Painting Program (see the flowchart

**State Plan/Master File Worksheet - (Attachment)**

on page 9 for details about the work practice standards);

4. Pre-renovation education requirements of the Lead-Based Paint Renovation, Repair, and Painting Program are performed;
5. The program's recordkeeping requirements are met.

**Renovator Certification**

To become a certified renovator an individual must successfully complete an eight-hour initial renovator training course offered by an accredited training provider (training providers are accredited by EPA, or by an authorized state or tribal program). The course completion certificate serves as proof of certification. Training providers can apply for accreditation for renovator and dust sampling technician training beginning in April 2009. Once accredited, trainers can begin to provide certification training.

Any agency staff or contractors who have successfully completed an accredited lead abatement worker or supervisor course, or individuals who have successfully completed an EPA, Department of Housing and Urban Development (HUD), or EPA/HUD model renovation training course, need only take a four-hour refresher renovator training course instead of the eight-hour initial renovator training course to become certified.

**Renovators at either the sub grantee or the sub grantee's contractor must adhere to the following:**

1. Must use a test kit acceptable to EPA, when requested by the party contracting for renovation services, to determine whether components to be affected by the renovation contain lead-based paint (EPA will announce which test kits are acceptable prior to April 2010. Please check our Web site at: [www.epa.gov/lead](http://www.epa.gov/lead))
2. Must provide on-the-job training to workers on the work practices they will be using in performing their assigned tasks
3. Must be physically present at the work site when warning signs are posted, while the work-area containment is being established, and while the work-area cleaning is performed
4. Must regularly direct work being performed by other individuals to ensure that the work practices are being followed, including maintaining the integrity of the containment barriers and ensuring that dust or debris does not spread beyond the work area
5. Must be available, either on-site or by telephone, at all times renovations are being conducted.
6. Must perform project cleaning verification
7. Must have with them at the work site copies of their initial course completion certificate and their most recent refresher course completion certificate
8. Must prepare required records

**Work Practice Requirements: General**

1. Renovations must be performed by certified firms using certified renovators;
2. Firms must post signs clearly defining the work area and warning occupants and other persons not involved in renovation activities to remain outside of the work area. These signs should be in the language of the occupants;
3. Prior to the renovation, the firm must contain the work area so that no dust or debris leaves the work area while the renovation is being performed;
4. Work practices listed below are prohibited during a renovation:

**State Plan/Master File Worksheet - (Attachment)**

- a. Open-flame burning or torching of lead-based paint;
  - b. Use of machines that remove lead-based paint through high speed operation such as sanding, grinding, power planing, needle gun, abrasive blasting, or sandblasting, unless such machines are used with HEPA exhaust control; and
  - c. Operating a heat gun on lead-based paint at temperatures of 1100 degrees Fahrenheit or higher.
5. Waste from renovations:
- a. Waste from renovation activities must be contained to prevent releases of dust and debris before the waste is removed from the work area for storage or disposal.
  - b. At the conclusion of each work day and at the conclusion of the renovation, waste that has been collected from renovation activities must be stored to prevent access to and the release of dust and debris.
  - c. Waste transported from renovation activities must be contained to prevent release of dust and debris.

**Work Practice Requirements: Specific to Interior Renovations**

1. Remove all objects from the work area or cover them with plastic sheeting with all seams and edges sealed.
2. Close and cover all ducts opening in the work area with taped-down plastic sheeting.
3. Close windows and doors in the work area. Doors must be covered with plastic sheeting.
4. Cover the floor surface with taped-down plastic sheeting in the work area a minimum of six feet beyond the perimeter of surfaces undergoing renovation or a sufficient distance to contain the dust, whichever is greater.
5. Use precautions to ensure that all personnel, tools, and other items, including the exteriors of containers of waste, are free of dust and debris when leaving the work area.
6. After the renovation has been completed, the firm must clean the work area until no dust, debris or residue remains. The firm must:
  - a. Collect all paint chips and debris, and seal it in a heavy-duty bag.
  - b. Remove and dispose of protective sheeting as waste.
  - c. Clean all objects and surfaces in the work area and within two feet of the work area in the following manner:
    - i. Clean walls starting at the ceiling and working down to the floor by either vacuuming with a HEPA vacuum or wiping with a damp cloth.
    - ii. Thoroughly vacuum all remaining surfaces and objects in the work area, including furniture and fixtures, with a HEPA vacuum.
    - iii. Wipe all remaining surfaces and objects in the work area, except for carpeted or upholstered surfaces, with a damp cloth. Mop uncarpeted floors thoroughly using a mopping method that keeps the wash water separate from the rinse water, or using a wet mopping system.
7. Cleaning verification is required to ensure the work area is adequately cleaned and ready for re-occupancy. See Flow Chart 6 for instructions on performing cleaning verification for interior projects.

**Work Practice Requirements: Specific to Exterior Renovations**

1. Close all doors and windows within 20 feet of the renovation.

**State Plan/Master File Worksheet - (Attachment)**

2. Ensure that doors within the work area that will be used while the job is being performed are covered with plastic sheeting in a manner that allows workers to pass through while confining dust and debris.
3. Cover the ground with plastic sheeting or other disposable impermeable material extending a minimum of 10 feet beyond the perimeter or a sufficient distance to collect falling paint debris, whichever is greater.
4. In situations such as where work areas are in close proximity to other buildings, windy conditions, etc., the renovation firm must take extra precautions in containing the work area, like vertical containment.
5. After the renovation has been completed, the firm must clean the work area until no dust, debris or residue remains. The firm must:
  - a. Collect all paint chips and debris, and seal it in a heavy-duty bag.
  - b. Remove and dispose of protective sheeting as waste.
  - c. Waste transported from renovation activities must be contained to prevent release of dust and debris. A certified renovator must perform a visual inspection-is dust, debris, or residue present?
  - d. These conditions must be eliminated and another visual inspection must be performed.
6. Once the area has been adequately cleaned you're finished.

**Renovators at either the sub grantee or the sub grantee's contractor must adhere to the following:**

1. Must use a test kit acceptable to EPA, when requested by the party contracting for renovation services, to determine whether components to be affected by the renovation contain lead-based paint (EPA will announce which test kits are acceptable prior to April 2010. Please check our Web site at [www.epa.gov/lead](http://www.epa.gov/lead)).
2. Must provide on-the-job training to workers on the work practices they will be using in performing their assigned tasks.
3. Must be physically present at the work site when warning signs are posted, while the work-area containment is being established, and while the work-area cleaning is performed.
4. Must regularly direct work being performed by other individuals to ensure that the work practices are being followed, including maintaining the integrity of the containment barriers and ensuring that dust or debris does not spread beyond the work area.
5. Must be available, either on-site or by telephone, at all times renovations are being conducted.
6. Must perform project cleaning verification.
7. Must have with them at the work site copies of their initial course completion certificate and their most recent refresher course completion certificate.
8. Must prepare required records.

**All sub grantees are also subject to the following recordkeeping requirements.**

- All documents must be retained for three years following the completion of a renovation.
- Records that must be retained include:
  - Reports certifying that lead-based paint is not present.
  - Records relating to the distribution of the lead pamphlet.
  - Any signed and dated statements received from owner-occupants documenting that the requirements do not apply (i.e., there is no child under age 6 or no pregnant woman who

**State Plan/Master File Worksheet - (Attachment)**

- resides at the home, and it is not a child-occupied facility).
- Documentation of compliance with the requirements of the Lead-Based Paint Renovation, Repair, and Painting Program (EPA has prepared a sample form that is available at [www.epa.gov/lead/pubs/samplechecklist.pdf](http://www.epa.gov/lead/pubs/samplechecklist.pdf) <<http://www.epa.gov/lead/pubs/samplechecklist.pdf>>).

DOE F 540.5

U.S. Department of Energy

OMB Control No. 1910-5127

(08/05)

**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

Expiration Date: 6-30-08

State: IN Grant Number: EE00078 Program Year: 2009

Name: <b>A.C.T.I.O.N., Inc. of Delaware County</b>		Contact: Gary Friend
Address: 401 North High Street P.O. Box 268 Muncie, IN 47306-0268		Phone: (765)289-2313 Fax: (765)289-1192 Email: gfriend@actionindiana.net
Counties served: Delaware Grant	Tentative allocation: \$ 780,736.00 Planned units: 120 Type of organization: Non-profit organization	Congressional districts <u>CD</u> served: 05
Name: <b>Area Five Agency on Aging and Community Services</b>		Contact: Michael Meagher (E. Zimmerman proxy)
Address: 1801 Smith St., Suite 300 Logansport, IN 46947-1577		Phone: (219)722-4451 Fax: (219)722-3447 Email: ellen@areafive.com
Counties served: Cass Howard Miami Tipton Wabash	Tentative allocation: \$ 676,015.00 Planned units: 104 Type of organization: Non-profit organization	Congressional districts <u>CD</u> served: 02
Name: <b>Area IV Agency on Aging and Community Services, Inc.</b>		Contact: Donna Collier
Address: 660 North 36th Street P.O. Box 4727 Lafayette, IN 47903-1577		Phone: (765)447-7683 Fax: ( ) - Email: dcollier@areaivagency.org
Counties served: Carroll Clinton Tippecanoe White	Tentative allocation: \$ 1,016,169.00 Planned units: 161 Type of organization: Local agency	Congressional districts <u>CD</u> served: 04
Name: <b>Community &amp; Family Services, Inc.</b>		Contact: Jeff Valind
Address: 521 South Wayne Street P.O. Box 1087 Portland, IN 47371		Phone: (260)726-4228 Fax: ( ) - Email: jvalind@comfam.org
Counties served: Adams Blackford Huntington Jay Randolph Wells	Tentative allocation: \$ 676,644.00 Planned units: 106 Type of organization: Non-profit organization	Congressional districts <u>CD</u> served: 05
Name: <b>Community Action of East Central Indiana, Inc.</b>		Contact: Jerry Good
Address: 1845 W. Main Street P.O. Box 1314 Richmond, IN 47374		Phone: (765)966-7733 Fax: ( ) - Email: jgood@caeci.org
Counties served: Fayette Union Wayne	Tentative allocation: \$ 460,430.00 Planned units: 70 Type of organization: Non-profit organization	Congressional districts <u>CD</u> served: 06

DOE F 540.5

U.S. Department of Energy

OMB Control No. 1910-5127

(08/05)

**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

Expiration Date: 6-30-08

State: IN Grant Number: EE00078 Program Year: 2009

<b>Name:</b> Community Action of Greater Indianapolis, Inc.	<b>Contact:</b> Keith Geis
<b>Address:</b> 2445 N. Meridian Street Indianapolis, IN 46208	<b>Phone:</b> (317)396-1750 <b>Fax:</b> ( ) - <b>Email:</b> kgeis@cagi-in.org
<b>Counties served:</b> Boone Hamilton Hendricks Marion	<b>Tentative allocation:</b> \$ 2,284,085.00 <b>Planned units:</b> 364 <b>Type of organization:</b> Non-profit organization
	<b>Congressional districts served:</b> <u>CD</u> 07

<b>Name:</b> Community Action of Northeast Indiana, Inc.	<b>Contact:</b> Mike Esslinger
<b>Address:</b> 227 E. Washington Blvd. P.O. Box 10570 Fort Wayne, IN 46853	<b>Phone:</b> (260)423-3546 <b>Fax:</b> ( ) - <b>Email:</b> mikeesslinger@canihelp.org
<b>Counties served:</b> Allen De Kalb Lagrange Noble Steuben Whitley	<b>Tentative allocation:</b> \$ 1,656,606.00 <b>Planned units:</b> 263 <b>Type of organization:</b> Non-profit organization
	<b>Congressional districts served:</b> <u>CD</u> 03

<b>Name:</b> Community Action of Southern Indiana	<b>Contact:</b> Mike Henderson
<b>Address:</b> 1613 East Third Street Jeffersonville, IN 47130	<b>Phone:</b> (812)288-6451 <b>Fax:</b> ( ) - <b>Email:</b> m.henderson@casil.org
<b>Counties served:</b> Clark Floyd Harrison	<b>Tentative allocation:</b> \$ 587,564.00 <b>Planned units:</b> 90 <b>Type of organization:</b> Non-profit organization
	<b>Congressional districts served:</b> <u>CD</u> 09

<b>Name:</b> Community Action Program of Evansville and	<b>Contact:</b> Alice Weathers
<b>Address:</b> 27 Pasco Avenue Evansville, IN 47713	<b>Phone:</b> (812)425-4241 <b>Fax:</b> ( ) - <b>Email:</b> weathers@capeevansville.org
<b>Counties served:</b> Gibson Posey Vanderburgh	<b>Tentative allocation:</b> \$ 739,739.00 <b>Planned units:</b> 116 <b>Type of organization:</b> Non-profit organization
	<b>Congressional districts served:</b> <u>CD</u> 08

<b>Name:</b> Community Action Program, Inc. of Western Indiana	<b>Contact:</b> Tom Bolen
<b>Address:</b> 418 Washington Street P.O. Box 188 Covington, IN 47932	<b>Phone:</b> (765)793-4881 <b>Fax:</b> ( ) - <b>Email:</b> tbolen@capwi.org



**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

State: IN Grant Number: EE00078 Program Year: 2009

Counties served:	Benton Fountain Montgomery Parke Vermillion Warren	Tentative allocation: \$ 637,224.00 Planned units: 100 Type of organization: Non-profit organization	Congressional districts served: <u>CD</u> 08
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Name:	<b>Hoosier Uplands Economic Development Corporation</b>	Contact:	Ed Malott
Address:	521 West Main Street Mitchell, IN 47446	Phone:	(812)849-4457
		Fax:	( ) -
		Email:	emalott@hoosieruplands.org

Counties served:	Lawrence Martin Orange Washington	Tentative allocation: \$ 549,471.00 Planned units: 84 Type of organization: Non-profit organization	Congressional districts served: <u>CD</u> 09
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Name:	<b>Human Services, Inc.</b>	Contact:	Debbie DeBord
Address:	1585 North Indianapolis Road P.O. Box 588 Columbus, IN 47202	Phone:	(812)371-8407
		Fax:	( ) -
		Email:	ddebord@hsi-indiana.com

Counties served:	Bartholomew Decatur Jackson Johnson Shelby	Tentative allocation: \$ 928,411.00 Planned units: 147 Type of organization: Non-profit organization	Congressional districts served: <u>CD</u> 04
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Name:	<b>Interlocal Community Action Program, Inc.</b>	Contact:	Larry Bay
Address:	615 West State Road 38 P.O. Box 449 New Castle, IN 47362-0449	Phone:	(765)529-4403
		Fax:	( ) -
		Email:	lbay@icapcaa.org
Counties served:	Hendricks Henry Rush	Tentative allocation: \$ 547,988.00 Planned units: 84 Type of organization: Non-profit organization	Congressional districts served: <u>CD</u> 06

Name:	<b>JobSource</b>	Contact:	Jack Elliott
Address:	1106 Meridian Place P.O. Box 149 Anderson, IN 46015	Phone:	(765)641-6521
		Fax:	( ) -
		Email:	jelliott@madisoncty.com
Counties served:	Madison	Tentative allocation: \$ 565,887.00 Planned units: 86 Type of organization: Unit of local government	Congressional districts served: <u>CD</u> 06

Name:	<b>Lincoln Hills Development Corporation</b>	Contact:	Tammy Thompson
Address:	302 Main Street P.O. Box 336 Tell City, IN 47586-0336	Phone:	(812)547-3435
		Fax:	( ) -
		Email:	tammy@lhdc.org

DOE F 540.5

U.S. Department of Energy

OMB Control No. 1910-5127

(08/05)

**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

Expiration Date: 6-30-08

State: IN Grant Number: EE00078 Program Year: 2009

Counties served:	Crawford Perry Spencer	Tentative allocation: \$ 326,677.00 Planned units: 47 Type of organization: Non-profit organization	Congressional districts served:	<u>CD</u> 09
Name:	<b>North Central Community Action Agency, Inc.</b>	Contact:	Colleen Hutson	
Address:	301 East 8th Street Michigan City, IN 46360	Phone:	(219)210-7829	
		Fax:	( ) -	
		Email:	chutson@nccomact.org	
Counties served:	La Porte Pulaski Starke	Tentative allocation: \$ 580,676.00 Planned units: 88 Type of organization: Non-profit organization	Congressional districts served:	<u>CD</u> 02
Name:	<b>Northwest Indiana Community Action Program</b>	Contact:	Tom Pilipovich	
Address:	5240 Fountain Drive Crown Point, IN 46320	Phone:	(219)794-1829	
		Fax:	( ) -	
		Email:	tpilipovich@nwi-ca.org	
Counties served:	Jasper Lake Newton Porter	Tentative allocation: \$ 1,564,609.00 Planned units: 248 Type of organization: Non-profit organization	Congressional districts served:	<u>CD</u> 01
Name:	<b>Ohio Valley Opportunities, Inc.</b>	Contact:	Barbara Marion	
Address:	711 Green Road P.O. Box 1159 Madison, IN 47250-1159	Phone:	(812)265-5858	
		Fax:	( ) -	
		Email:	bmarion@ovoinc.org	
Counties served:	Jefferson Jennings Scott	Tentative allocation: \$ 408,509.00 Planned units: 62 Type of organization: Non-profit organization	Congressional districts served:	<u>CD</u> 09
Name:	<b>Pace Community Action Agency</b>	Contact:	Ernest Brewer	
Address:	525 N. 4th Street P.O. Box 687 Vincennes, IN 47591	Phone:	(812)882-7927	
		Fax:	( ) -	
		Email:	EBrewer@pacecaa.org	
Counties served:	Daviess Greene Knox Sullivan	Tentative allocation: \$ 665,599.00 Planned units: 105 Type of organization: Non-profit organization	Congressional districts served:	<u>CD</u> 08
Name:	<b>REAL Services, Inc.</b>	Contact:	Rich Gadacz	
Address:	1151 South Michigan Street P.O. Box 1835 South Bend, IN 46634-1835	Phone:	(574)284-7111	
		Fax:	( ) -	
		Email:	rgadacz@realservicesinc.com	

**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

Expiration Date: 6-30-08

State: IN Grant Number: EE00078 Program Year: 2009

Counties served:	Elkhart Fulton Kosciusko Marshall St Joseph	Tentative allocation: \$ 1,426,246.00 Planned units: 226 Type of organization: Non-profit organization	Congressional districts served: <u>CD</u> 02
Name:	<b>South Central Community Action Program, Inc</b>	Contact:	Chris Meyers
Address:	1500 West 15th Street Bloomington, IN 47404	Phone:	(812)339-3447
		Fax:	( ) -
		Email:	chrism@insccap.org
Counties served:	Brown Monroe Morgan Owen	Tentative allocation: \$ 782,800.00 Planned units: 123 Type of organization: Non-profit organization	Congressional districts served: <u>CD</u> 09
Name:	<b>Southeastern Indiana Economic Opportunity Corporation</b>	Contact:	Rocky Walton
Address:	110 Importing Street P.O. Box 240 Aurora, IN 47001-0240	Phone:	(812)926-1585
		Fax:	( ) -
		Email:	rwalton@sieoc.org
Counties served:	Dearborn Franklin Ohio Ripley Switzerland	Tentative allocation: \$ 568,367.00 Planned units: 89 Type of organization: Non-profit organization	Congressional districts served: <u>CD</u> 09
Name:	<b>Tri-CAP (Dubois-Pike-Warrick) Economic Opp. Comm. Inc.</b>	Contact:	Eric Curtis
Address:	607 Third Avenue P.O. Box 729 Jasper, IN 47547	Phone:	(812)482-2233
		Fax:	( ) -
		Email:	eric@tri-cap.net
Counties served:	Dubois Pike Warrick	Tentative allocation: \$ 381,843.00 Planned units: 58 Type of organization: Non-profit organization	Congressional districts served: <u>CD</u> 08
Name:	<b>Western Indiana Community Action Agency, Inc.</b>	Contact:	Randy Dunfee
Address:	810 South 9th Street P.O. Box 1018 Terre Haute, IN 47808	Phone:	(812)446-4000
		Fax:	( ) -
		Email:	rdunfee@wicaa.org
Counties served:	Clay Putnam Vigo	Tentative allocation: \$ 782,814.00 Planned units: 123 Type of organization: Non-profit organization	Congressional districts served: <u>CD</u> 08

U.S. Department of Energy  
WAP LOCAL AGENCY LOOKUP REPORT

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**State:** IN      **Program Year:** 2009

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**County:** Adams**Agency:**Community & Family Services, Inc.  
521 South Wayne Street, P.O. Box 1087  
Portland , IN 47371-**Contact:**Jeff Valind  
(260)726-4228Great Lakes Capital Fund, Inc.  
320 North Meridian, Suite 1011  
Indianapolis , IN 46204-( ) -

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**County:** Allen**Agency:**Community Action of Northeast Indiana, Inc.  
227 E. Washington Blvd., P.O. Box 10570  
Fort Wayne , IN 46853-**Contact:**Mike Esslinger  
(260)423-3546Great Lakes Capital Fund, Inc.  
320 North Meridian, Suite 1011  
Indianapolis , IN 46204-( ) -

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**County:** Bartholomew**Agency:**Human Services, Inc.  
1585 North Indianapolis Road, P.O. Box 588  
Columbus , IN 47202-**Contact:**Debbie DeBord  
(812)371-8407Great Lakes Capital Fund, Inc.  
320 North Meridian, Suite 1011  
Indianapolis , IN 46204-( ) -

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**County:** Benton**Agency:**Community Action Program, Inc. of Western Indiana  
418 Washington Street, P.O. Box 188  
Covington , IN 47932-**Contact:**Tom Bolen  
(765)793-4881Great Lakes Capital Fund, Inc.  
320 North Meridian, Suite 1011  
Indianapolis , IN 46204-( ) -

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**County:** Blackford**Agency:**Community & Family Services, Inc.  
521 South Wayne Street, P.O. Box 1087  
Portland , IN 47371-**Contact:**Jeff Valind  
(260)726-4228Great Lakes Capital Fund, Inc.  
320 North Meridian, Suite 1011  
Indianapolis , IN 46204-

( ) -

**State:** IN      **Program Year:** 2009**Agency:**  
Indiana Builders Association  
101 West Ohio, Suite 1111  
Indianapolis , IN 46204-**Contact:**  
Rick Wajda  
(317)917-1100

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**County:** Boone**Agency:**  
Community Action of Greater Indianapolis, Inc.  
2445 N. Meridian Street  
Indianapolis , IN 46208-**Contact:**  
Keith Geis  
(317)396-1750Indiana Builders Association  
101 West Ohio, Suite 1111  
Indianapolis , IN 46204-Rick Wajda  
(317)917-1100

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**County:** Brown**Agency:**  
South Central Community Action Program, Inc  
1500 West 15th Street  
Bloomington , IN 47404-**Contact:**  
Chris Meyers  
(812)339-3447Hoosier Energy Electric Coop, Inc.  
7398 State Road 37  
Bloomington , IN 47404-Thomas Van Paris  
(812)876-2021

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**County:** Carroll**Agency:**  
Area IV Agency on Aging and Community Services, Inc.  
660 North 36th Street, P.O. Box 4727  
Lafayette , IN 47903-1577**Contact:**  
Donna Collier  
(765)447-7683Indiana Builders Association  
101 West Ohio, Suite 1111  
Indianapolis , IN 46204-Rick Wajda  
(317)917-1100

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**County:** Cass**Agency:**  
Area Five Agency on Aging and Community Services  
1801 Smith St., Suite 300  
Logansport , IN 46947-1577**Contact:**  
Michael Meagher (E. Zimmerman proxy)  
(219)722-4451Indiana Builders Association  
101 West Ohio, Suite 1111  
Indianapolis , IN 46204-Rick Wajda  
(317)917-1100

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**County:** Clark**Agency:**  
Community Action of Southern Indiana  
1613 East Third Street  
Jeffersonville , IN 47130-**Contact:**  
Mike Henderson  
(812)288-6451

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**County:** Clay

U.S. Department of Energy  
WAP LOCAL AGENCY LOOKUP REPORT

State: IN Program Year: 2009

**Agency:**  
Western Indiana Community Action Agency, Inc.  
810 South 9th Street, P.O. Box 1018  
Terre Haute , IN 47808-**Contact:**  
Randy Dunfee  
(812)446-4000

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**County:** Clinton**Agency:**  
Area IV Agency on Aging and Community Services, Inc.  
660 North 36th Street, P.O. Box 4727  
Lafayette , IN 47903-1577**Contact:**  
Donna Collier  
(765)447-7683

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**County:** Crawford**Agency:**  
Lincoln Hills Development Corporation  
302 Main Street, P.O. Box 336  
Tell City , IN 47586-0336**Contact:**  
Tammy Thompson  
(812)547-3435

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**County:** Daviess**Agency:**  
Pace Community Action Agency  
525 N. 4th Street, P.O. Box 687  
Vincennes , IN 47591-**Contact:**  
Ernest Brewer  
(812)882-7927

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**County:** De Kalb**Agency:**  
Community Action of Northeast Indiana, Inc.  
227 E. Washington Blvd., P.O. Box 10570  
Fort Wayne , IN 46853-**Contact:**  
Mike Esslinger  
(260)423-3546Indiana Builders Association  
101 West Ohio, Suite 1111  
Indianapolis , IN 46204-Rick Wajda  
(317)917-1100

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**County:** Dearborn**Agency:**  
Southeastern Indiana Economic Opportunity Corporation  
110 Importing Street, P.O. Box 240  
Aurora , IN 47001-0240**Contact:**  
Rocky Walton  
(812)926-1585People Working Cooperatively  
4612 Paddock Road  
Cincinnati , IN 4522-9Staci O'Leary  
(513)351-7921

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**County:** Decatur**Agency:**  
Human Services, Inc.  
1585 North Indianapolis Road, P.O. Box 588  
Columbus , IN 47202-**Contact:**  
Debbie DeBord  
(812)371-8407Indiana Builders Association  
101 West Ohio, Suite 1111  
Indianapolis , IN 46204-Rick Wajda  
(317)917-1100

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**County:** Delaware

U.S. Department of Energy  
WAP LOCAL AGENCY LOOKUP REPORT

State: IN Program Year: 2009

**Agency:**  
A.C.T.I.O.N., Inc. of Delaware County  
401 North High Street, P.O. Box 268  
Muncie , IN 47306-0268**Contact:**  
Gary Friend  
(765)289-2313Indiana Builders Association  
101 West Ohio, Suite 1111  
Indianapolis , IN 46204-Rick Wajda  
(317)917-1100

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**County:** Dubois**Agency:**  
Tri-CAP (Dubois-Pike-Warrick) Economic Opp. Comm. Inc.  
607 Third Avenue, P.O. Box 729  
Jasper , IN 47547-**Contact:**  
Eric Curtis  
(812)482-2233Hoosier Energy Electric Coop, Inc.  
7398 State Road 37  
Bloomington , IN 47404-Thomas Van Paris  
(812)876-2021

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**County:** Elkhart**Agency:**  
REAL Services, Inc.  
1151 South Michigan Street, P.O. Box 1835  
South Bend , IN 46634-1835**Contact:**  
Rich Gadacz  
(574)284-7111

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**County:** Fayette**Agency:**  
Community Action of East Central Indiana, Inc.  
1845 W. Main Street, P.O. Box 1314  
Richmond , IN 47374-**Contact:**  
Jerry Good  
(765)966-7733Indiana Builders Association  
101 West Ohio, Suite 1111  
Indianapolis , IN 46204-Rick Wajda  
(317)917-1100

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**County:** Floyd**Agency:**  
Community Action of Southern Indiana  
1613 East Third Street  
Jeffersonville , IN 47130-**Contact:**  
Mike Henderson  
(812)288-6451

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**County:** Fountain**Agency:**  
Community Action Program, Inc. of Western Indiana  
418 Washington Street, P.O. Box 188  
Covington , IN 47932-**Contact:**  
Tom Bolen  
(765)793-4881

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**County:** Franklin**Agency:**  
Southeastern Indiana Economic Opportunity Corporation  
110 Importing Street, P.O. Box 240  
Aurora , IN 47001-0240**Contact:**  
Rocky Walton  
(812)926-1585

U.S. Department of Energy  
WAP LOCAL AGENCY LOOKUP REPORT**State:** IN      **Program Year:** 2009**Agency:**  
People Working Cooperatively  
4612 Paddock Road  
Cincinnati , IN 4522-9**Contact:**  
Staci O'Leary  
(513)351-7921

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**County:** Fulton**Agency:**  
REAL Services, Inc.  
1151 South Michigan Street, P.O. Box 1835  
South Bend , IN 46634-1835**Contact:**  
Rich Gadacz  
(574)284-7111Indiana Builders Association  
101 West Ohio, Suite 1111  
Indianapolis , IN 46204-Rick Wajda  
(317)917-1100

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**County:** Gibson**Agency:**  
Community Action Program of Evansville and  
27 Pasco Avenue  
Evansville , IN 47713-**Contact:**  
Alice Weathers  
(812)425-4241Hoosier Energy Electric Coop, Inc.  
7398 State Road 37  
Bloomington , IN 47404-Thomas Van Paris  
(812)876-2021

---

**County:** Grant**Agency:**  
A.C.T.I.O.N., Inc. of Delaware County  
401 North High Street, P.O. Box 268  
Muncie , IN 47306-0268**Contact:**  
Gary Friend  
(765)289-2313Affordable Housing Corporation of Marion, Inc.  
812 South Washington Street  
Marion , IN 46953-Jacquelyn Dodyk  
(765)662-1574

---

**County:** Greene**Agency:**  
Pace Community Action Agency  
525 N. 4th Street, P.O. Box 687  
Vincennes , IN 47591-**Contact:**  
Ernest Brewer  
(812)882-7927

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**County:** Hamilton**Agency:**  
Community Action of Greater Indianapolis, Inc.  
2445 N. Meridian Street  
Indianapolis , IN 46208-**Contact:**  
Keith Geis  
(317)396-1750Indiana Builders Association  
101 West Ohio, Suite 1111  
Indianapolis , IN 46204-Rick Wajda  
(317)917-1100

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**County:** Hancock



U.S. Department of Energy  
**WAP LOCAL AGENCY LOOKUP REPORT****State:** IN      **Program Year:** 2009**Agency:**  
Indiana Builders Association  
101 West Ohio, Suite 1111  
Indianapolis , IN 46204-**Contact:**  
Rick Wajda  
(317)917-1100

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**County:** Harrison**Agency:**  
Community Action of Southern Indiana  
1613 East Third Street  
Jeffersonville , IN 47130-**Contact:**  
Mike Henderson  
(812)288-6451Hoosier Energy Electric Coop, Inc.  
7398 State Road 37  
Bloomington , IN 47404-Thomas Van Paris  
(812)876-2021

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**County:** Hendricks**Agency:**  
Interlocal Community Action Program, Inc.  
615 West State Road 38, P.O. Box 449  
New Castle , IN 47362-0449**Contact:**  
Larry Bay  
(765)529-4403Community Action of Greater Indianapolis, Inc.  
2445 N. Meridian Street  
Indianapolis , IN 46208-Keith Geis  
(317)396-1750Indiana Builders Association  
101 West Ohio, Suite 1111  
Indianapolis , IN 46204-Rick Wajda  
(317)917-1100

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**County:** Henry**Agency:**  
Interlocal Community Action Program, Inc.  
615 West State Road 38, P.O. Box 449  
New Castle , IN 47362-0449**Contact:**  
Larry Bay  
(765)529-4403

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**County:** Howard**Agency:**  
Area Five Agency on Aging and Community Services  
1801 Smith St., Suite 300  
Logansport , IN 46947-1577**Contact:**  
Michael Meagher (E. Zimmerman proxy)  
(219)722-4451Indiana Builders Association  
101 West Ohio, Suite 1111  
Indianapolis , IN 46204-Rick Wajda  
(317)917-1100

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**County:** Huntington**Agency:**  
Community & Family Services, Inc.  
521 South Wayne Street, P.O. Box 1087  
Portland , IN 47371-**Contact:**  
Jeff Valind  
(260)726-4228

U.S. Department of Energy  
WAP LOCAL AGENCY LOOKUP REPORT**State:** IN      **Program Year:** 2009**Agency:**  
Indiana Builders Association  
101 West Ohio, Suite 1111  
Indianapolis , IN 46204-**Contact:**  
Rick Wajda  
(317)917-1100

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**County:** Jackson**Agency:**  
Human Services, Inc.  
1585 North Indianapolis Road, P.O. Box 588  
Columbus , IN 47202-**Contact:**  
Debbie DeBord  
(812)371-8407

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**County:** Jasper**Agency:**  
Northwest Indiana Community Action Program  
5240 Fountain Drive  
Crown Point , IN 46320-**Contact:**  
Tom Pilipovich  
(219)794-1829Indiana Builders Association  
101 West Ohio, Suite 1111  
Indianapolis , IN 46204-Rick Wajda  
(317)917-1100

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**County:** Jay**Agency:**  
Community & Family Services, Inc.  
521 South Wayne Street, P.O. Box 1087  
Portland , IN 47371-**Contact:**  
Jeff Valind  
(260)726-4228

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**County:** Jefferson**Agency:**  
Ohio Valley Opportunities, Inc.  
711 Green Road, P.O. Box 1159  
Madison , IN 47250-1159**Contact:**  
Barbara Marion  
(812)265-5858

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**County:** Jennings**Agency:**  
Ohio Valley Opportunities, Inc.  
711 Green Road, P.O. Box 1159  
Madison , IN 47250-1159**Contact:**  
Barbara Marion  
(812)265-5858Hoosier Energy Electric Coop, Inc.  
7398 State Road 37  
Bloomington , IN 47404-Thomas Van Paris  
(812)876-2021

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**County:** Johnson**Agency:**  
Human Services, Inc.  
1585 North Indianapolis Road, P.O. Box 588  
Columbus , IN 47202-**Contact:**  
Debbie DeBord  
(812)371-8407Indiana Builders Association  
101 West Ohio, Suite 1111  
Indianapolis , IN 46204-Rick Wajda  
(317)917-1100

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**County:** Knox

**State:** IN      **Program Year:** 2009**Agency:**Pace Community Action Agency  
525 N. 4th Street, P.O. Box 687  
Vincennes , IN 47591-**Contact:**Ernest Brewer  
(812)882-7927

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**County:** Kosciusko**Agency:**REAL Services, Inc.  
1151 South Michigan Street, P.O. Box 1835  
South Bend , IN 46634-1835**Contact:**Rich Gadacz  
(574)284-7111Housing Opportunities of Warsaw, Inc.  
827 South Union Street  
Warsaw , IN 46580-Pamela Kennedy  
(574)269-7641

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**County:** La Porte**Agency:**North Central Community Action Agency, Inc.  
301 East 8th Street  
Michigan City , IN 46360-**Contact:**Colleen Hutson  
(219)210-7829Indiana Builders Association  
101 West Ohio, Suite 1111  
Indianapolis , IN 46204-Rick Wajda  
(317)917-1100

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**County:** Lagrange**Agency:**Community Action of Northeast Indiana, Inc.  
227 E. Washington Blvd., P.O. Box 10570  
Fort Wayne , IN 46853-**Contact:**Mike Esslinger  
(260)423-3546Indiana Builders Association  
101 West Ohio, Suite 1111  
Indianapolis , IN 46204-Rick Wajda  
(317)917-1100

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**County:** Lake**Agency:**Northwest Indiana Community Action Program  
5240 Fountain Drive  
Crown Point , IN 46320-**Contact:**Tom Pilipovich  
(219)794-1829Gary Neighborhood Services  
300 West 21st Avenue  
Gary , IN 46407-

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**County:** Lawrence**Agency:**Hoosier Uplands Economic Development Corporation  
521 West Main Street  
Mitchell , IN 47446-**Contact:**Ed Malott  
(812)849-4457

U.S. Department of Energy  
WAP LOCAL AGENCY LOOKUP REPORT

State: IN Program Year: 2009

Agency:  
Hoosier Energy Electric Coop, Inc.  
7398 State Road 37  
Bloomington , IN 47404-Contact:  
Thomas Van Paris  
(812)876-2021

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County: MadisonAgency:  
JobSource  
1106 Meridian Place, P.O. Box 149  
Anderson , IN 46015-Contact:  
Jack Elliott  
(765)641-6521Indiana Builders Association  
101 West Ohio, Suite 1111  
Indianapolis , IN 46204-Rick Wajda  
(317)917-1100

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County: MarionAgency:  
Community Action of Greater Indianapolis, Inc.  
2445 N. Meridian Street  
Indianapolis , IN 46208-Contact:  
Keith Geis  
(317)396-1750Indiana Builders Association  
101 West Ohio, Suite 1111  
Indianapolis , IN 46204-Rick Wajda  
(317)917-1100Mapleton Fall Creek Development Corporation  
130 East 30th Street  
Indianapolis , IN 46205-Jackie Nytes  
(317)923-5514Martindale Brightwood CDC  
2855 North Keystone  
Indianapolis , IN 46218-

( ) -

Riley Area Development Corporation  
430 Massachusetts Avenue, LL1  
Indianapolis , IN 46204-

( ) -

Southeast Neighborhood Development  
1030 Orange Street  
Indianapolis , IN 46203-Mark Stewart  
(317)634-5079Westside Community Development Corporation  
2232 Michigan Street  
Indianapolis , IN 46222-Mark Stokes  
(317)684-0611Wisconsin Energy Conservation Corporation  
431 Charmany Drive  
Madison , IN 53719-Kim Talley  
(317)636-2154

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County: Marshall

U.S. Department of Energy  
WAP LOCAL AGENCY LOOKUP REPORT

State: IN Program Year: 2009

**Agency:**  
REAL Services, Inc.  
1151 South Michigan Street, P.O. Box 1835  
South Bend , IN 46634-1835

**Contact:**  
Rich Gadacz  
(574)284-7111

Indiana Builders Association  
101 West Ohio, Suite 1111  
Indianapolis , IN 46204-

Rick Wajda  
(317)917-1100

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**County:** Martin

**Agency:**  
Hoosier Uplands Economic Development Corporation  
521 West Main Street  
Mitchell , IN 47446-

**Contact:**  
Ed Malott  
(812)849-4457

Hoosier Energy Electric Coop, Inc.  
7398 State Road 37  
Bloomington , IN 47404-

Thomas Van Paris  
(812)876-2021

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**County:** Miami

**Agency:**  
Area Five Agency on Aging and Community Services  
1801 Smith St., Suite 300  
Logansport , IN 46947-1577

**Contact:**  
Michael Meagher (E. Zimmerman proxy)  
(219)722-4451

Miami County YMCA  
34 East Sixth Street  
Peru , IN 46970-

Richard Fullmer  
(765)472-1979

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**County:** Monroe

**Agency:**  
South Central Community Action Program, Inc  
1500 West 15th Street  
Bloomington , IN 47404-

**Contact:**  
Chris Meyers  
(812)339-3447

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**County:** Montgomery

**Agency:**  
Community Action Program, Inc. of Western Indiana  
418 Washington Street, P.O. Box 188  
Covington , IN 47932-

**Contact:**  
Tom Bolen  
(765)793-4881

Indiana Builders Association  
101 West Ohio, Suite 1111  
Indianapolis , IN 46204-

Rick Wajda  
(317)917-1100

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**County:** Morgan

**Agency:**  
South Central Community Action Program, Inc  
1500 West 15th Street  
Bloomington , IN 47404-

**Contact:**  
Chris Meyers  
(812)339-3447

U.S. Department of Energy  
**WAP LOCAL AGENCY LOOKUP REPORT****State:** IN      **Program Year:** 2009**Agency:**Hoosier Energy Electric Coop, Inc.  
7398 State Road 37  
Bloomington , IN 47404-**Contact:**Thomas Van Paris  
(812)876-2021

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**County:** Newton**Agency:**Northwest Indiana Community Action Program  
5240 Fountain Drive  
Crown Point , IN 46320-**Contact:**Tom Pilipovich  
(219)794-1829Indiana Builders Association  
101 West Ohio, Suite 1111  
Indianapolis , IN 46204-Rick Wajda  
(317)917-1100

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**County:** Noble**Agency:**Community Action of Northeast Indiana, Inc.  
227 E. Washington Blvd., P.O. Box 10570  
Fort Wayne , IN 46853-**Contact:**Mike Esslinger  
(260)423-3546Indiana Builders Association  
101 West Ohio, Suite 1111  
Indianapolis , IN 46204-Rick Wajda  
(317)917-1100

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**County:** Ohio**Agency:**Southeastern Indiana Economic Opportunity Corporation  
110 Importing Street, P.O. Box 240  
Aurora , IN 47001-0240**Contact:**Rocky Walton  
(812)926-1585People Working Cooperatively  
4612 Paddock Road  
Cincinnati , IN 4522-9Staci O'Leary  
(513)351-7921

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**County:** Orange**Agency:**Hoosier Uplands Economic Development Corporation  
521 West Main Street  
Mitchell , IN 47446-**Contact:**Ed Malott  
(812)849-4457

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**County:** Owen**Agency:**South Central Community Action Program, Inc  
1500 West 15th Street  
Bloomington , IN 47404-**Contact:**Chris Meyers  
(812)339-3447Indiana Builders Association  
101 West Ohio, Suite 1111  
Indianapolis , IN 46204-Rick Wajda  
(317)917-1100

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**County:** Parke

**State:** IN            **Program Year:** 2009  
**Agency:**  
Community Action Program, Inc. of Western Indiana  
418 Washington Street, P.O. Box 188  
Covington , IN 47932-

**Contact:**  
Tom Bolen  
(765)793-4881

Indiana Builders Association  
101 West Ohio, Suite 1111  
Indianapolis , IN 46204-

Rick Wajda  
(317)917-1100

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**County:** Perry  
**Agency:**  
Lincoln Hills Development Corporation  
302 Main Street, P.O. Box 336  
Tell City , IN 47586-0336

**Contact:**  
Tammy Thompson  
(812)547-3435

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**County:** Pike  
**Agency:**  
Tri-CAP (Dubois-Pike-Warrick) Economic Opp. Comm. Inc.  
607 Third Avenue, P.O. Box 729  
Jasper , IN 47547-

**Contact:**  
Eric Curtis  
(812)482-2233

Hoosier Energy Electric Coop, Inc.  
7398 State Road 37  
Bloomington , IN 47404-

Thomas Van Paris  
(812)876-2021

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**County:** Porter  
**Agency:**  
Northwest Indiana Community Action Program  
5240 Fountain Drive  
Crown Point , IN 46320-

**Contact:**  
Tom Pilipovich  
(219)794-1829

Gary Neighborhood Services  
300 West 21st Avenue  
Gary , IN 46407-

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**County:** Posey  
**Agency:**  
Community Action Program of Evansville and  
27 Pasco Avenue  
Evansville , IN 47713-

**Contact:**  
Alice Weathers  
(812)425-4241

Indiana Builders Association  
101 West Ohio, Suite 1111  
Indianapolis , IN 46204-

Rick Wajda  
(317)917-1100

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**County:** Pulaski  
**Agency:**  
North Central Community Action Agency, Inc.  
301 East 8th Street  
Michigan City , IN 46360-

**Contact:**  
Colleen Hutson  
(219)210-7829

U.S. Department of Energy  
WAP LOCAL AGENCY LOOKUP REPORT

State: IN Program Year: 2009

**Agency:**  
Indiana Builders Association  
101 West Ohio, Suite 1111  
Indianapolis , IN 46204-**Contact:**  
Rick Wajda  
(317)917-1100

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**County:** Putnam**Agency:**  
Western Indiana Community Action Agency, Inc.  
810 South 9th Street, P.O. Box 1018  
Terre Haute , IN 47808-**Contact:**  
Randy Dunfee  
(812)446-4000

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**County:** Randolph**Agency:**  
Community & Family Services, Inc.  
521 South Wayne Street, P.O. Box 1087  
Portland , IN 47371-**Contact:**  
Jeff Valind  
(260)726-4228

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**County:** Ripley**Agency:**  
Southeastern Indiana Economic Opportunity Corporation  
110 Importing Street, P.O. Box 240  
Aurora , IN 47001-0240**Contact:**  
Rocky Walton  
(812)926-1585People Working Cooperatively  
4612 Paddock Road  
Cincinnati , IN 4522-9Staci O'Leary  
(513)351-7921

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**County:** Rush**Agency:**  
Interlocal Community Action Program, Inc.  
615 West State Road 38, P.O. Box 449  
New Castle , IN 47362-0449**Contact:**  
Larry Bay  
(765)529-4403Hoosier Energy Electric Coop, Inc.  
7398 State Road 37  
Bloomington , IN 47404-Thomas Van Paris  
(812)876-2021

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**County:** Scott**Agency:**  
Ohio Valley Opportunities, Inc.  
711 Green Road, P.O. Box 1159  
Madison , IN 47250-1159**Contact:**  
Barbara Marion  
(812)265-5858Hoosier Energy Electric Coop, Inc.  
7398 State Road 37  
Bloomington , IN 47404-Thomas Van Paris  
(812)876-2021

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**County:** Shelby**Agency:**  
Human Services, Inc.  
1585 North Indianapolis Road, P.O. Box 588  
Columbus , IN 47202-**Contact:**  
Debbie DeBord  
(812)371-8407

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**County:** Spencer



U.S. Department of Energy  
**WAP LOCAL AGENCY LOOKUP REPORT****State:** IN      **Program Year:** 2009**Agency:**  
Lincoln Hills Development Corporation  
302 Main Street, P.O. Box 336  
Tell City , IN 47586-0336**Contact:**  
Tammy Thompson  
(812)547-3435Hoosier Energy Electric Coop, Inc.  
7398 State Road 37  
Bloomington , IN 47404-Thomas Van Paris  
(812)876-2021

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**County:** St Joseph**Agency:**  
REAL Services, Inc.  
1151 South Michigan Street, P.O. Box 1835  
South Bend , IN 46634-1835**Contact:**  
Rich Gadacz  
(574)284-7111

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**County:** Starke**Agency:**  
North Central Community Action Agency, Inc.  
301 East 8th Street  
Michigan City , IN 46360-**Contact:**  
Colleen Hutson  
(219)210-7829Indiana Builders Association  
101 West Ohio, Suite 1111  
Indianapolis , IN 46204-Rick Wajda  
(317)917-1100

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**County:** Steuben**Agency:**  
Community Action of Northeast Indiana, Inc.  
227 E. Washington Blvd., P.O. Box 10570  
Fort Wayne , IN 46853-**Contact:**  
Mike Esslinger  
(260)423-3546Indiana Builders Association  
101 West Ohio, Suite 1111  
Indianapolis , IN 46204-Rick Wajda  
(317)917-1100

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**County:** Sullivan**Agency:**  
Pace Community Action Agency  
525 N. 4th Street, P.O. Box 687  
Vincennes , IN 47591-**Contact:**  
Ernest Brewer  
(812)882-7927

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**County:** Switzerland**Agency:**  
Southeastern Indiana Economic Opportunity Corporation  
110 Importing Street, P.O. Box 240  
Aurora , IN 47001-0240**Contact:**  
Rocky Walton  
(812)926-1585People Working Cooperatively  
4612 Paddock Road  
Cincinnati , IN 4522-9Staci O'Leary  
(513)351-7921

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**County:** Tippecanoe

U.S. Department of Energy  
WAP LOCAL AGENCY LOOKUP REPORT

**State:** IN      **Program Year:** 2009  
**Agency:**  
Area IV Agency on Aging and Community Services, Inc.  
660 North 36th Street, P.O. Box 4727  
Lafayette , IN 47903-1577

**Contact:**  
Donna Collier  
(765)447-7683

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**County:** Tipton  
**Agency:**  
Area Five Agency on Aging and Community Services  
1801 Smith St., Suite 300  
Logansport , IN 46947-1577

**Contact:**  
Michael Meagher (E. Zimmerman proxy)  
(219)722-4451

Indiana Builders Association  
101 West Ohio, Suite 1111  
Indianapolis , IN 46204-

Rick Wajda  
(317)917-1100

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**County:** Union  
**Agency:**  
Community Action of East Central Indiana, Inc.  
1845 W. Main Street, P.O. Box 1314  
Richmond , IN 47374-

**Contact:**  
Jerry Good  
(765)966-7733

Hoosier Energy Electric Coop, Inc.  
7398 State Road 37  
Bloomington , IN 47404-

Thomas Van Paris  
(812)876-2021

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**County:** Vanderburgh  
**Agency:**  
Community Action Program of Evansville and  
27 Pasco Avenue  
Evansville , IN 47713-

**Contact:**  
Alice Weathers  
(812)425-4241

Indiana Builders Association  
101 West Ohio, Suite 1111  
Indianapolis , IN 46204-

Rick Wajda  
(317)917-1100

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**County:** Vermillion  
**Agency:**  
Community Action Program, Inc. of Western Indiana  
418 Washington Street, P.O. Box 188  
Covington , IN 47932-

**Contact:**  
Tom Bolen  
(765)793-4881

Indiana Builders Association  
101 West Ohio, Suite 1111  
Indianapolis , IN 46204-

Rick Wajda  
(317)917-1100

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**County:** Vigo  
**Agency:**  
Western Indiana Community Action Agency, Inc.  
810 South 9th Street, P.O. Box 1018  
Terre Haute , IN 47808-

**Contact:**  
Randy Dunfee  
(812)446-4000

**State:** IN      **Program Year:** 2009**Agency:**  
Indiana Builders Association  
101 West Ohio, Suite 1111  
Indianapolis , IN 46204-**Contact:**  
Rick Wajda  
(317)917-1100

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**County:** Wabash**Agency:**  
Area Five Agency on Aging and Community Services  
1801 Smith St., Suite 300  
Logansport , IN 46947-1577**Contact:**  
Michael Meagher (E. Zimmerman proxy)  
(219)722-4451Indiana Builders Association  
101 West Ohio, Suite 1111  
Indianapolis , IN 46204-Rick Wajda  
(317)917-1100

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**County:** Warren**Agency:**  
Community Action Program, Inc. of Western Indiana  
418 Washington Street, P.O. Box 188  
Covington , IN 47932-**Contact:**  
Tom Bolen  
(765)793-4881

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**County:** Warrick**Agency:**  
Tri-CAP (Dubois-Pike-Warrick) Economic Opp. Comm. Inc.  
607 Third Avenue, P.O. Box 729  
Jasper , IN 47547-**Contact:**  
Eric Curtis  
(812)482-2233

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**County:** Washington**Agency:**  
Hoosier Uplands Economic Development Corporation  
521 West Main Street  
Mitchell , IN 47446-**Contact:**  
Ed Malott  
(812)849-4457

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**County:** Wayne**Agency:**  
Community Action of East Central Indiana, Inc.  
1845 W. Main Street, P.O. Box 1314  
Richmond , IN 47374-**Contact:**  
Jerry Good  
(765)966-7733Indiana Builders Association  
101 West Ohio, Suite 1111  
Indianapolis , IN 46204-Rick Wajda  
(317)917-1100

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**County:** Wells**Agency:**  
Community & Family Services, Inc.  
521 South Wayne Street, P.O. Box 1087  
Portland , IN 47371-**Contact:**  
Jeff Valind  
(260)726-4228Indiana Builders Association  
101 West Ohio, Suite 1111  
Indianapolis , IN 46204-Rick Wajda  
(317)917-1100

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**County:** White

U.S. Department of Energy  
**WAP LOCAL AGENCY LOOKUP REPORT**

**State:** IN                      **Program Year:** 2009

**Agency:**  
Area IV Agency on Aging and Community Services, Inc.  
660 North 36th Street, P.O. Box 4727  
Lafayette , IN 47903-1577

**Contact:**  
Donna Collier  
(765)447-7683

Indiana Builders Association  
101 West Ohio, Suite 1111  
Indianapolis , IN 46204-

Rick Wajda  
(317)917-1100

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**County:** Whitley

**Agency:**  
Community Action of Northeast Indiana, Inc.  
227 E. Washington Blvd., P.O. Box 10570  
Fort Wayne , IN 46853-

**Contact:**  
Mike Esslinger  
(260)423-3546